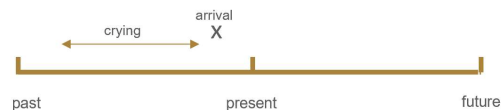


## Past Perfect Continuous Tense



**She had been crying before I arrived.**

### Rule:

The past perfect continuous tense is formed using "**had been**" followed by the present participle (the -ing form of the verb). It is used to indicate that an action had been going on for a period of time before another action occurred in the past.

### Structure:

- Positive Sentence: Subject + had been + present participle (v+ing) + object
- Negative Sentence: Subject + had not been + present participle (v+ing) + object
- Question: Had + subject + been + present participle(v+ing) + object?

### Examples:

1. They **had been playing** soccer for an hour before it started raining.
2. I **had been working** on the project all night before I finally finished it.
3. He **had been studying** for months before he took the final exam.
4. The kids **had been watching** TV for an hour when their parents came home.

|                                                      |                         |
|------------------------------------------------------|-------------------------|
| She had read a book. The phone rang. (use When)      | Sentence                |
| She had been reading a book when the phone rang.     | Past perfect continuous |
| She had not been reading a book when the phone rang. | Negative                |
| Had she been reading a book when the phone rang?     | Question                |

### Activity:

1. I \_\_\_\_\_ behind in my studies before I realized the need to put in extra effort.
  - ☐ had been lagging
  - ☐ had be lagging
  - ☐ had been lagged
2. They \_\_\_\_\_ at the airport for three hours before the flight \_\_\_\_\_.
  - ☐ had been waiting – was scheduled
  - ☐ waited - had been scheduling
  - ☐ had been waiting – had been scheduling
3. The team (run) late on the project deadline. Their manager (step) in to help.  
(use past perfect continuous / before)

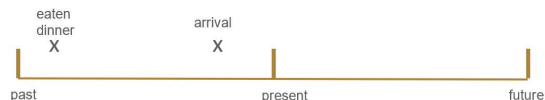
- 
4. We (live) abroad for several years. My dad (decide) to return to our home country.  
(use past perfect continuous / before)
-

### Past Perfect Continuous Tense

|                                                                                |                         |
|--------------------------------------------------------------------------------|-------------------------|
| He waited for hours in the cold. The bus finally arrived ( <b>use before</b> ) | Sentence                |
|                                                                                | Past perfect continuous |
|                                                                                | Negative                |
|                                                                                | Question                |

|                                                                       |                         |
|-----------------------------------------------------------------------|-------------------------|
| They practiced all week. They canceled the party. ( <b>use when</b> ) | Sentence                |
|                                                                       | Past perfect continuous |
|                                                                       | Negative                |
|                                                                       | Question                |

## Past Perfect Simple Tense



**She had eaten dinner before they arrived.**

### Rule:

The past perfect simple tense is used to describe an action that was completed before another action or specific point in the past. It is formed using "had" followed by the past participle of the verb.

### Structure:

- Positive Sentence: Subject + had + past participle + object
- Negative Sentence: Subject + had not + past participle + object
- Question: Had + subject + past participle + object?

### When to Use It:

The past perfect simple tense is used to indicate:

- Completion of Actions: Actions that were completed before a specific point in the past.
- Sequence of Events: To show the sequence of two actions that occurred in the past, highlighting which action happened first.

|                                     |             |                                     |
|-------------------------------------|-------------|-------------------------------------|
| She had finished her homework       | before      | she went to bed.                    |
| we had already prepared everything. | by the time | the guests arrived.                 |
| They celebrated with a party        | when        | they had completed the task.        |
| She was relieved                    | since       | she had received good news earlier. |
| We waited                           | until       | he had explained everything.        |
| They felt more confident.           | as soon as  | they had studied the material.      |
| The house looked brand new          | after       | they had completed the renovation.  |

**Using since/ for to indicate when an action started and continued up to another point in the past.**

She had lived in that house **for ten years** before she moved out.

They had been friends **since childhood** before they eventually went their separate ways.

## Past Perfect Simple Tense

Join the two sentences, then make the necessary changes.

1. He (arrive) at the station. The train already (left). {Use “By the time”}

2. She (finish) her homework. She (go) out to play. {Use “before”}

3. She (work) at the company for five years. She (get) a promotion. {Use “after”}

Past Perfect Simple: the use of “never or never before”

**Rule:**

Never (before) + had + subject + past participle verb

**Sentence without inversion:**

- She had never visited Paris before.

**Sentence with inversion:**

- Never before had she visited Paris.

In this example, the first sentence is in the standard word order with the subject "She" before the auxiliary verb "had." In the second sentence, the structure is inverted, placing the auxiliary verb "had" before the subject "she."

1. **\*\*Statement without inversion:\*\***

- They had never seen such a beautiful sunset before.

**\*\*Statement with inversion:\*\***

- Never before had they seen such a beautiful sunset.

2. **\*\*Statement without inversion:\*\***

- I had never tasted such delicious food before.

**\*\*Statement with inversion:\*\***

- Never before had I tasted such delicious food.

3. **\*\*Statement without inversion:\*\***

- We had never experienced such a challenging task before.

**\*\*Statement with inversion:\*\***

- Never before had we experienced such a challenging task.

This construction is more commonly found in formal or literary contexts, adding emphasis to the uniqueness or significance of the event being described.

Use (never or never before) in the sentences

1. I had never before met someone as talented as her.

---

2. They had never visited the Grand Canyon in their lives.

---

3. He had never before experienced such excitement in his entire life.

---

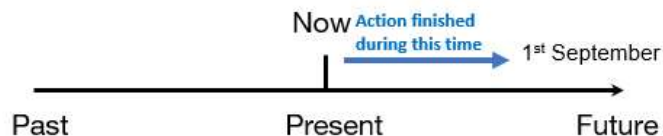
4. We had never seen such a beautiful sunrise at that beach.

---

5. Mary had never encountered such a difficult puzzle.

---

## Future Perfect Passive



**The business proposal will have been written by the 1<sup>st</sup> of September, at which point we can assess the benefits to our company.**

|                       |                                                                                                                                                                                                                                                                            |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meaning               | The person is saying that before a certain time in the future (1 <sup>st</sup> September), which is the deadline, the proposal will be available for analysis.                                                                                                             |
| Grammatical structure | <b>Passives: future perfect passive</b><br>object + will + have been + past participle                                                                                                                                                                                     |
| Usage                 | Future perfect passive is used to talk about actions or events that will be finished by a certain moment in the future. We use the passive voice to emphasize the action, not the person doing the action, by moving the object of the sentence into the subject position. |
| Other examples        | The order <u>will have been delivered</u> by the time he receives his invoice.<br>A new sports arena <u>will have been built</u> by next year, creating many business opportunities.<br>The accounts for the project <u>will have been completed</u> by next week.         |

Change the following sentences into passive. The first one is an example.

1. The team will have completed the project by next month when the client reviews it.

The project will have been completed by the time the client reviews it next month.

2. By the end of the week, the IT department will have installed the new software on all computers.

3. The event planner will have sent out all the invitations by the end of the day.

4. Before the deadline, the team members will have submitted the report to the supervisor.

5. Before the guests arrive tomorrow, someone will have cleaned and prepared the house.

## Cleft Sentence: No Matter

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>No matter</u> how much that handbag costs, we are buying it. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Meaning                                                         | Regardless of the cost, the speaker will buy the item.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Grammatical structure                                           | Clefting and fronting<br>'No matter' + relative pronouns + clause                                                                                                                                                                                                                                                                                                                                                                                                               |
| Usage                                                           | 'Fronting' is used to emphasize the information in the first clause ' <i>No matter how much...</i> '. In this case, using 'No matter' emphasizes that 'regardless of the circumstances' the outcome will be the same.<br>'Clefting' means a single message is divided across two clauses. We use cleft sentences to connect what is already understood to what is new to the listener. Emphasis is placed on the new information by moving it to the beginning of the sentence. |
| Other examples                                                  | <u>No matter</u> what you say, I will still be attending the meeting.<br><u>No matter</u> the risk, it certainly worth a try.<br>It will eventually close down, <u>no matter</u> how much you try and save the business.                                                                                                                                                                                                                                                        |

- I will follow the advice because it is good \_\_\_\_\_ gave it.
  - ☐ no matter who
  - ☐ no matter what
  - ☐ no matter when
- \_\_\_\_\_ far the place is, we still are going.
  - ☐ No matter who
  - ☐ No matter how
  - ☐ No matter which
- You can't go inside the president's house \_\_\_\_\_ you are.
  - ☐ no matter how
  - ☐ no matter when
  - ☐ no matter who
- You can be happy \_\_\_\_\_ happens.
  - ☐ no matter when
  - ☐ no matter what
  - ☐ no matter where
- \_\_\_\_\_ hard it is, just keep going.
  - ☐ No matter who
  - ☐ No matter how
  - ☐ No matter when
- I will choose what I want \_\_\_\_\_ she says.
  - ☐ no matter what
  - ☐ no matter when
  - ☐ no matter where

## Passive Reporting Statements

| <b><u>It is believed that</u> over 50 people attended the party.</b> |                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meaning                                                              | It is common knowledge that 50 people went to the party.                                                                                                                                                                                                    |
| Grammatical structure                                                | Passive reporting statements ( <b>thought , believed</b> )<br>It + passive reporting verb + (that) + clause<br>subject + passive reporting verb + to + infinitive                                                                                           |
| Usage                                                                | Passive reporting statements are used to report information where the source is unknown or not important. The use of the passive structure obscures the source of the information. Reported statements are often used in a formal style or to report facts. |
| Other examples                                                       | <u>It was reported that</u> the sports center had closed down.<br><u>It was announced that</u> the New Year sales begin today.<br><u>It is thought that</u> the rain will continue into next week.                                                          |

### Examples

1. People **say** that he is a great leader. (**Active**)

**It is said that** he is a great leader. (**Passive**)

2. Experts **believed** that the experiment would succeed.

**It was believed that** the experiment would succeed.

### **Activity. Change the reported statements into passive.**

1. They report that the company is growing quickly.

---

2. They **thought** that the movie was based on a true story.

---

3. People **believe** that she works very hard to support her family and achieve her goals.

---

4. They **said** that she was the best singer of her time because her voice could captivate audiences of all ages.

---

5. Historians **knew** that the explorer discovered the island in 1803 after months of dangerous sailing through uncharted waters.

---

## Correlative Conjunctions

### Rule

Correlative conjunctions are pairs of words that work together to connect equal parts of a sentence, such as words, phrases, or clauses. They always appear in pairs and must maintain parallel structure, meaning the sentence parts they connect must be grammatically similar.

### **Common Correlative Conjunctions**

1. **Not only... but also**

2. **Either... or**

3. **Neither... nor**

4. **Both... and**

5. **Whether... or**

#### **1. Either...Or**

##### **Rule:**

- Used to express a choice or alternative between two things.
- The structure is:

**Subject + verb + either + option 1 + or + option 2.**

##### **Explanation:**

- If the subjects are singular, the verb is singular.
- If one of the subjects is plural, the verb agrees with the nearest subject (proximity rule).

##### **Examples:**

1. **Either Noura or Sara is** going to lead the meeting.
2. You can **either stay home or go** to the park.
3. **Either the students or the teacher has** to present the project.

#### **2. Neither...Nor**

##### **Rule:**

- Used to negate two options, meaning **not one and not the other**.
- The structure is:

**Subject + verb + neither + option 1 + nor + option 2.**

##### **Explanation:**

- Similar to "either...or," the verb agrees with the subject closest to it.

##### **Examples:**

1. **Neither the manager nor the employees are** available today.
2. He is **neither a good listener nor a good speaker**.
3. **Neither the book nor the movie was** interesting.

#### **3. Both...And**

##### **Rule:**

- Used to emphasize that **two things are true simultaneously**.
- The structure is:

**Subject + verb + both + option 1 + and + option 2.**

##### **Explanation:**

- This conjunction always implies inclusivity; it connects two positive ideas.

##### **Examples:**

1. She is **both intelligent and hardworking**.
2. They are **both excited and nervous** about the event.
3. The project requires **both time and effort**.

#### 4. Whether...Or

##### Rule:

•Used to indicate a choice between **two possibilities**, often expressing uncertainty.

The structure is:

**Subject + verb + whether + option 1 + or + option 2.**

##### Explanation:

•Can also be used with infinitives: **whether to do X or Y.**

•Often conveys doubt, alternatives, or conditions.

##### Examples:

- 1.She couldn't decide **whether to stay or leave** the party.
- 2.It's unclear **whether he passed or failed** the test.
- 3.They are debating **whether to travel by car or by train.**

#### 5. "Not Only... But Also"

##### Rule and Explanation:

1. "**Not only... but also**" is used to emphasize **two related ideas**, with the second idea often being more surprising or important.

2.The parts of the sentence connected by "not only" and "but also" must be **parallel** in structure. For example, if "not only" is followed by a verb, "but also" must be followed by a verb as well.

##### Examples

1. She is **not only talented** in singing **but also skilled** in playing the guitar.

(Parallel: "*talented in singing*" and "*skilled in playing*")

2.The company offers **not only competitive salaries** **but also excellent benefits.**

(Parallel: "*competitive salaries*" and "*excellent benefits*")

3.He **not only forgot** to bring his homework **but also missed** the deadline for the project.

(Parallel: "*forgot to bring*" and "*missed*")

##### Activity

##### Fill in the Blanks with the correct type of correlative conjunction.

1. They will \_\_\_\_\_ stay home \_\_\_\_\_ go to the park this afternoon.
2. The cake is \_\_\_\_\_ delicious \_\_\_\_\_ beautifully decorated.
3. The report covers \_\_\_\_\_ financial performance \_\_\_\_\_ future plans.
4. You can \_\_\_\_\_ take the bus \_\_\_\_\_ walk to the office.
5. He is \_\_\_\_\_ a talented artist \_\_\_\_\_ a skilled musician.
6. The students were told they must \_\_\_\_\_ finish their homework \_\_\_\_\_ stay after school.
7. She is \_\_\_\_\_ confident \_\_\_\_\_ polite in every situation.
8. You can \_\_\_\_\_ call me \_\_\_\_\_ text me later.
9. She couldn't decide \_\_\_\_\_ to stay \_\_\_\_\_ to leave.
10. He is \_\_\_\_\_ interested in sports \_\_\_\_\_ enthusiastic about arts.
11. She is good at \_\_\_\_\_ dancing \_\_\_\_\_ singing.
12. The answer was \_\_\_\_\_ correct \_\_\_\_\_ relevant.

## Revision

**Read the sentences then choose the correct answers.**

1. The project \_\_\_\_\_ by next Friday.
  - ☐ will have be completed
  - ☐ will have been complete
  - ☐ will have been completed
2. \_\_\_\_\_ hard he works, he never seems to get recognized.
  - ☐ Now matter who
  - ☐ No matter why
  - ☐ No matter how
3. She had never before seen such a beautiful sunset. (start with “**Never before**”)
  - ☐ Never before she seen such a beautiful sunset.
  - ☐ Never before she had seen such a beautiful sunset.
  - ☐ Never before had she seen such a beautiful sunset.
4. \_\_\_\_\_ she speaks five languages fluently.
  - ☐ It believed that
  - ☐ It is believed that
  - ☐ It were believed that
5. Check which sentence is written correctly using the **past perfect continuous**.
  - ☐ I have been studying all night, so I was exhausted during the exam.
  - ☐ I had been studying all night, so I was exhausted during the exam.
  - ☐ I had studying all night, so I was exhausted during the exam.
6. The recipe is \_\_\_\_\_ simple \_\_\_\_\_ delicious.
  - ☐ but also – not only
  - ☐ not only – but
  - ☐ not only – but also
7. Check which sentence is written correctly.
  - ☐ Never before had I experienced such a challenging situation.
  - ☐ Never before had I experience such a challenging situation.
  - ☐ Never before I had experienced such a challenging situation.
8. They will have sent all the invitations by the end of the week. (change into passive)
  - All the invitations \_\_\_\_\_ by the end of the week.
  - ☐ will has been sent
  - ☐ will have been sent
  - ☐ will have be sent
9. They \_\_\_\_\_ that city until last summer.
  - ☐ had before never visited
  - ☐ had never before visited
  - ☐ never had before visited
10. \_\_\_\_\_ she says, I will stick to my decision.
  - ☐ No matter what
  - ☐ No matter who
  - ☐ No matter where

11. She is \_\_\_\_\_ talented \_\_\_\_\_ hardworking.
  - ☐ both - and
  - ☐ whether – nor
  - ☐ both – but also
12. They (wait) for hours before the train finally arrived.  
(Change into **past perfect continuous**)
  - ☐ They had be waiting for hours before the train finally arrived.
  - ☐ They had been wait for hours before the train finally arrived.
  - ☐ They had been waiting for hours before the train finally arrived.
13. \_\_\_\_\_ that the missing ship had sunk during the storm.
  - ☐ It was think
  - ☐ It was thought
  - ☐ It were thought
14. The government will have implemented the new law by next year. (change into passive)
  - ☐ The new law will have been implemented by the government by next year.
  - ☐ The government will have been implemented the new law by next year.
  - ☐ The new law will have implemented by the government by next year.
15. She \_\_\_\_\_ at the company for five years before she got promoted.
  - ☐ had been work
  - ☐ had been worked
  - ☐ had been working
16. We couldn't decide \_\_\_\_\_ to travel by car \_\_\_\_\_ take a train.
  - ☐ neither – or
  - ☐ whether – or
  - ☐ whether – nor
17. People think that this product is the best in the market. (Change to reported speech)
  - ☐ It is thought that this product is the best in the market.
  - ☐ It thought that this product is the best in the market.
  - ☐ It is think that this product is the best in the market.
18. He is \_\_\_\_\_ interested in sports \_\_\_\_\_ enthusiastic about arts.
  - ☐ neither – or
  - ☐ neither – nor
  - ☐ neither - but
19. Scientists believed that the Earth was the center of the universe. (change into reported speech)
  - ☐ It was believe that the Earth was the center of the universe.
  - ☐ It is believed that the Earth was the center of the universe.
  - ☐ It was believed that the Earth was the center of the universe.
20. \_\_\_\_\_ calls, I am not answering the phone tonight.
  - ☐ No matter who
  - ☐ No matter how
  - ☐ No matter what
21. You can \_\_\_\_\_ stay here \_\_\_\_\_ come with us.
  - ☐ not only – or
  - ☐ either – nor
  - ☐ either - or

22. The kids \_\_\_\_\_ in the park all afternoon when it started to rain.

- ☐ had been played
- ☐ had been play
- ☐ had been playing

23. When she \_\_\_\_\_ her homework, she \_\_\_\_\_ to bed.

- ☐ finished - went
- ☐ had finished – had went
- ☐ had finished - went

24. By the time the sun set, they \_\_\_\_\_ the hike.

- ☐ completed
- ☐ had completed
- ☐ had complete

25. They \_\_\_\_\_ for hours when the power went out.

- ☐ had been studying
- ☐ had be studying
- ☐ had studying

26. She \_\_\_\_\_ the piano for hours when her friends arrived.

- ☐ had been practicing
- ☐ had been practiced
- ☐ had been practice

27. By the time he \_\_\_\_\_ the race, he \_\_\_\_\_ a new record.

- ☐ finished - already set
- ☐ finished - had already set
- ☐ finish - had already set

28. The workers \_\_\_\_\_ the bridge for months when it \_\_\_\_\_.

- ☐ had been building – collapsed
- ☐ had been building – collapsing
- ☐ had been building – collapse

### **Maze 1**

By the time the conference ends, all the reports (1) \_\_\_\_\_ and distributed to the participants. The organizers have ensured that (2) \_\_\_\_\_ hard the weather conditions are, the event will proceed as planned. (3) \_\_\_\_\_ that this conference will bring about groundbreaking innovations in technology, while (4) \_\_\_\_\_ in the past that such events were only for elite academics. The keynote speaker mentioned that she (5) \_\_\_\_\_ her presentation for weeks before the event began. The session emphasized the importance of collaboration, as it encouraged participants to be (6) \_\_\_\_\_ creative (6) \_\_\_\_\_ proactive in their problem-solving approach. One of the attendees remarked, “(7) \_\_\_\_\_ such a well-organized and inspiring event.”

### **Read the text then choose the suitable answers.**

|    |                                                  |                                                  |                                                   |
|----|--------------------------------------------------|--------------------------------------------------|---------------------------------------------------|
| Q1 | <input type="checkbox"/> will have been finalize | <input type="checkbox"/> will have be finalized  | <input type="checkbox"/> will have been finalized |
| Q2 | <input type="checkbox"/> no matter what          | <input type="checkbox"/> no matter how           | <input type="checkbox"/> no matter when           |
| Q3 | <input type="checkbox"/> It is believe           | <input type="checkbox"/> It is believes          | <input type="checkbox"/> It is believed           |
| Q4 | <input type="checkbox"/> It is thought           | <input type="checkbox"/> It was thought          | <input type="checkbox"/> It is think              |
| Q5 | <input type="checkbox"/> had been preparing      | <input type="checkbox"/> had been prepare        | <input type="checkbox"/> had preparing            |
| Q6 | <input type="checkbox"/> nor – and               | <input type="checkbox"/> both – and              | <input type="checkbox"/> and - both               |
| Q7 | <input type="checkbox"/> Never before had I saw  | <input type="checkbox"/> Never before I had seen | <input type="checkbox"/> Never before had I seen  |

## Maze 2

Mariam (1)\_\_\_\_\_ all week, trying to finish her project before the deadline. She had been working nonstop, which eventually made her sick and weak. However, she was determined to hand in her project before the due date.

“Before the week starts, my project (2)\_\_\_\_\_, revised, and handed in to my professor,” Mariam told her friend, who was worried about her.

“Are you sure you can do that, Mariam?” asked her friend.

“(3)\_\_\_\_\_ this certain in my life. I am determined to see it through, (4)\_\_\_\_\_ it costs me my health (4)\_\_\_\_\_ not,” Mariam said confidently.

“You know,” her friend said after a moment of silence, “(5)\_\_\_\_\_ that you were the model of a perfect student—always on time, hardworking, and resilient.”

“That’s why, (6)\_\_\_\_\_ happens, I’ll make sure to maintain my reputation and never give up,” Mariam said with a smile.

### Read the text then choose the suitable answers.

|    |                                                  |                                                  |                                                  |
|----|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
| Q1 | <input type="checkbox"/> had been work           | <input type="checkbox"/> had been working        | <input type="checkbox"/> had been worked         |
| Q2 | <input type="checkbox"/> will have finished      | <input type="checkbox"/> will have be finished   | <input type="checkbox"/> will have been finished |
| Q3 | <input type="checkbox"/> I had before never been | <input type="checkbox"/> Never before I had been | <input type="checkbox"/> Bever before had I been |
| Q4 | <input type="checkbox"/> not only – but          | <input type="checkbox"/> whether – nor           | <input type="checkbox"/> whether - or            |
| Q5 | <input type="checkbox"/> It was always thought   | <input type="checkbox"/> It was always think     | <input type="checkbox"/> It was always thinking  |
| Q6 | <input type="checkbox"/> no matter how           | <input type="checkbox"/> no matter why           | <input type="checkbox"/> no matter what          |

### Maze 3

By the time the new policy is implemented, all necessary approvals (1)\_\_\_\_\_ by the board. The team leader reminded everyone that (2)\_\_\_\_\_ challenges arise, they must stay committed to their goals. It (3)\_\_\_\_\_ that the policy will improve workplace efficiency, although (4)\_\_\_\_\_ in the past that such changes might disrupt the workflow. The employees (5)\_\_\_\_\_ the proposal for hours before the final vote was taken. The new policy aims to benefit both managers and employees equally. One employee commented that she had never before experienced such an inclusive decision-making process.

### Read the text then choose the suitable answers.

|    |                                                  |                                                |                                                   |
|----|--------------------------------------------------|------------------------------------------------|---------------------------------------------------|
| Q1 | <input type="checkbox"/> will have been obtained | <input type="checkbox"/> will have been obtain | <input type="checkbox"/> will have been obtaining |
| Q2 | <input type="checkbox"/> no matter what          | <input type="checkbox"/> no matter how         | <input type="checkbox"/> no matter when           |
| Q3 | <input type="checkbox"/> It is think             | <input type="checkbox"/> It was thought        | <input type="checkbox"/> It is thought            |
| Q4 | <input type="checkbox"/> it is believe           | <input type="checkbox"/> it was believed       | <input type="checkbox"/> it is believing          |
| Q5 | <input type="checkbox"/> had been discuss        | <input type="checkbox"/> had been discussing   | <input type="checkbox"/> had discuss              |

| Word         | Meaning in A. | E. Definition                                                                         | Synonyms                               |
|--------------|---------------|---------------------------------------------------------------------------------------|----------------------------------------|
| Business     | عمل           | The activity of making, buying, or selling goods or providing services for money.     | Trade, commerce, enterprise            |
| People       | ناس           | Human beings in general or considered collectively.                                   | Humans, individuals, population        |
| Environment  | بيئة          | The surroundings or conditions in which a person, animal, or plant lives or operates. | Surroundings, habitat, ecosystem       |
| Brand        | علامة تجارية  | A type of product manufactured by a particular company under a particular name.       | Trademark, label, logo                 |
| Ambitious    | طموح          | Having a strong desire to achieve success or distinction.                             | Aspiring, determined, driven           |
| Ecosystem    | نظام بيئي     | A biological community of interacting organisms and their physical environment.       | Biosphere, environment, habitat        |
| Creativity   | إبداع         | The use of imagination or original ideas to create something.                         | Inventiveness, originality, innovation |
| Arrogant     | متكبر         | Having or revealing an exaggerated sense of one's own importance or abilities.        | Proud, conceited, haughty              |
| Extreme      | شديد          | Reaching a high or the highest degree; very great.                                    | Intense, severe, excessive             |
| Entrepreneur | رائد أعمال    | A person who organizes and operates a business, taking on financial risks to do so.   | Businessperson, founder, innovator     |
| Bad-tempered | سيء المزاج    | Easily annoyed or made angry.                                                         | Irritable, grumpy, moody               |
| Habitat      | موطن          | The natural home or environment of an animal, plant, or other organism.               | Home, dwelling, environment            |
| Innovation   | ابتكار        | The action or process of innovating; a new method or idea.                            | Invention, modernization, novelty      |

| Word           | Meaning in Arabic | Definition in English                                                                           | Synonyms                                     |
|----------------|-------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------|
| Selfish        | أناني             | Lacking consideration for others; concerned chiefly with one's own personal profit or pleasure. | Egotistical, self-centered, inconsiderate    |
| Predator       | مفترس             | An animal that naturally preys on others.                                                       | Hunter, carnivore, killer                    |
| Manufacture    | تصنيع             | The process of making goods by hand or by machinery.                                            | Production, fabrication, assembly            |
| Smart          | ذكي               | Having or showing a quick-witted intelligence.                                                  | Intelligent, clever, sharp                   |
| Shelter        | ملجأ              | A place giving temporary protection from bad weather or danger.                                 | Refuge, haven, sanctuary                     |
| Market demands | متطلبات السوق     | The need or desire for products or services in a particular market.                             | Market needs, consumer demands, sales trends |
| Characteristic | صفة               | A feature or quality belonging typically to a person, place, or thing.                          | Trait, feature, attribute                    |
| Survive        | ينجو              | Continue to live or exist, especially in difficult conditions.                                  | Endure, persist, outlive                     |
| Prototype      | نموذج أولي        | A first or preliminary version of a device or vehicle from which other forms are developed.     | Model, template, archetype                   |

## Entrepreneurship and Business

Starting new businesses and being an entrepreneur are key to making our economy grow and bringing fresh ideas to life. Entrepreneurs find opportunities, create new products and services, and provide jobs. This essay will discuss why entrepreneurship is important, what makes a successful entrepreneur, and how new businesses impact our economy and society.

Entrepreneurship is important because it helps our economy thrive. Entrepreneurs see problems or needs in the market and come up with creative solutions. By starting new businesses, they create jobs and help the economy grow. The entrepreneurial spirit is about being creative, persistent, and open to change. This spirit not only helps individuals succeed but also drives economic growth by bringing in new technologies and increasing competition.

Successful entrepreneurs have certain qualities that make them stand out. They are determined and resilient, meaning they don't give up easily and learn from their failures. They are good at spotting opportunities and understanding what customers need, which helps them create successful products and services. Moreover, good leadership skills are essential. Entrepreneurs need to inspire and motivate their teams, communicate effectively, think strategically, and adapt to changes.

New businesses have a big effect on both the economy and society. Economically, they drive innovation by introducing new products and services that make life better. Startups often bring in new technologies that can lead to further advancements in their industries. Additionally, they create jobs, which helps reduce unemployment. Socially, entrepreneurs contribute to inclusive growth by addressing social issues and promoting sustainability. Social entrepreneurs focus on creating businesses that not only make a profit but also solve societal problems like education, healthcare, and environmental conservation.

In conclusion, entrepreneurship and business are vital for a prosperous and innovative society. Entrepreneurs drive economic growth by creating new opportunities, fostering competition, and bringing in new innovations. Successful entrepreneurs are resilient, good at spotting opportunities, great leaders, and adaptable. Overall, new businesses have a lasting impact on both the economy and society by creating jobs, advancing technology, and promoting social progress. Supporting entrepreneurship can lead to a brighter and more prosperous future for everyone.

## Business & Entrepreneurship Writing Topics

### **Prompt 1: Discuss the qualities that make a successful entrepreneur.**

1. What personal traits do successful entrepreneurs commonly possess?
2. How do resilience and adaptability contribute to entrepreneurial success?
3. Why is having a clear vision and goal important for an entrepreneur?

### **Prompt 2: Analyze the role of innovation in business growth.**

1. How can innovation lead to a competitive advantage for businesses?
2. What are some examples of innovative companies and their impact on the market?
3. How can businesses foster a culture of innovation among employees?

### **Prompt 3: Explore the challenges faced by startups and how to overcome them.**

1. What are the common financial challenges startups encounter?
2. How can building a strong team help overcome startup challenges?
3. What strategies can startups use to effectively market their products or services?

### **Prompt 4: Discuss the impact of social entrepreneurship on society.**

1. How do social entrepreneurs address social issues through their business models?
2. What are some successful examples of social enterprises making a positive impact?
3. How can social entrepreneurship contribute to sustainable development?

### **Prompt 5: Explain the importance of networking for entrepreneurs.**

1. How can networking help entrepreneurs find new opportunities and resources?
2. What are some effective ways for entrepreneurs to build and maintain their networks?
3. How does networking contribute to personal and professional growth?

### **Prompt 6: Analyze the role of technology in modern business practices.**

1. How has technology transformed traditional business models and operations?
2. What are the benefits and challenges of adopting new technologies in business?
3. How can businesses stay updated with the latest technological advancements?

### **Prompt 7: Discuss the significance of market research for new businesses.**

1. How can market research help entrepreneurs identify their target audience?
2. What are the key components of effective market research?
3. How can businesses use market research data to make informed decisions?

### **Prompt 8: Explore the importance of financial management for entrepreneurs.**

1. Why is budgeting essential for the success of a new business?
2. What financial tools and resources can help entrepreneurs manage their finances?
3. How can entrepreneurs ensure long-term financial stability and growth for their business?

## Our Environment

The environment is a delicate system where every element plays a crucial role in maintaining balance. From the vast ecosystems that support life to the extreme challenges faced by organisms in their habitats, the interconnectedness of nature is undeniable. Yet, human activities and natural disasters often disrupt this balance, threatening the survival of countless species. Understanding the importance of habitats, predators, and the need for shelter can help us appreciate the resilience of nature and the urgent need for its protection.

Ecosystems are the lifeblood of the environment, providing resources and shelter for all living organisms. They consist of diverse plants, animals, and microorganisms that interact with each other and their surroundings. For example, forests act as habitats for predators such as tigers and wolves, while also offering a source of food and protection for smaller creatures. However, the destruction of these ecosystems due to deforestation and pollution poses an extreme threat to their balance, putting countless species at risk.

A habitat is the natural home of any organism, and its preservation is vital for survival. Every animal, from the smallest insect to the largest predator, depends on its habitat to meet its basic needs. Predators play a crucial role in controlling prey populations, maintaining the equilibrium within ecosystems. Unfortunately, when habitats are destroyed or fragmented, predators lose their hunting grounds, and prey species may overpopulate, leading to further environmental imbalances. Protecting habitats ensures that every species, including predators, can fulfill its role in the environment.

For any organism, survival is deeply linked to the availability of shelter. Shelter provides protection from extreme weather conditions and predators, offering a safe space for reproduction and nurturing young. For instance, birds rely on trees for nesting, while marine creatures find refuge in coral reefs. However, as natural shelters are destroyed by human activities such as urbanization, the ability of species to survive diminishes. Providing alternative shelters, like wildlife reserves or artificial reefs, can help species adapt and thrive despite environmental challenges.

The environment's complexity lies in its interconnected systems, where ecosystems, habitats, predators, and shelter all play vital roles in ensuring survival. However, the extreme threats posed by human actions and natural disasters highlight the fragility of this balance. By protecting ecosystems, preserving habitats, and ensuring shelter for all species, we can contribute to the survival of life on Earth. It is our responsibility to recognize the importance of these elements and take collective action to safeguard the future of our planet.

## The Survivor in the Wilderness

Ahmad was an adventurous young man who loved exploring the beauty of nature. One summer, he decided to take a solo hiking trip into the wilderness, a place known for its rich ecosystem and breathtaking landscapes. It was his way of reconnecting with the natural world and escaping the noise of the city.

As he ventured deeper into the forest, he marveled at the vibrant habitat around him. Birds sang in the trees, deer grazed peacefully in the meadows, and a cool breeze carried the scent of pine. Ahmad had prepared well for his journey, bringing a map, compass, and supplies. However, nature had its own plans.

On the third day of his hike, dark clouds gathered overhead, and an extreme storm rolled in. Thunder roared, and rain poured relentlessly. Ahmad tried to stay on his path, but the trail quickly turned into a muddy river. Before he knew it, he had lost his way, the forest around him now an unfamiliar maze.

For hours, Ahmad wandered through the storm, his clothes soaked and his body trembling from the cold. He knew his survival depended on finding shelter. Finally, he stumbled upon a small cave tucked into the side of a hill. Exhausted and drenched, he crawled inside, grateful for the protection it offered. The storm raged on for two days. Ahmad rationed the little food he had left and used dry leaves and branches to make a fire, which kept him warm and safe from predators. He realized how much he depended on the forest's resources to survive. The ecosystem around him, even in its wild unpredictability, provided him with what he needed.

When the storm finally passed, Ahmad knew he had to find his way back to safety. He gathered his strength and used his compass to navigate. Along the way, he encountered a stream, its clear water flowing steadily. As he drank and refilled his bottle, he saw animal tracks nearby—proof that the stream was a lifeline for many creatures.

The next challenge came when he crossed paths with a predator: a bear scavenging for food. Ahmad's heart raced as he remembered his survival training. Slowly, he backed away, avoiding sudden movements, until the bear lost interest and wandered off. It was a close call, but Ahmad was determined to survive.

After days of careful trekking, Ahmad finally emerged from the forest, weary but alive. The experience had tested him in every way—physically, mentally, and emotionally. He had faced extreme conditions, navigated through an unfamiliar habitat, and learned to appreciate the delicate balance of the natural world.

Surviving the wilderness taught Ahmad the value of resilience and respect for nature. He returned home with a newfound appreciation for life, vowing to protect the environment that had both challenged and saved him. For in those moments of survival, Ahmad realized that the bond between humans and nature was unbreakable.

## Environment Theme Suggested Writing Prompts

### 1. A Story About Survival in Nature

**Prompt:** Write a story about a person who gets lost in the wilderness and must survive until they find their way home.

**Helping Questions:**

- What challenges does the person face, such as finding food, water, or shelter?
- How does the person overcome these challenges and stay safe from wild animals?
- What lesson does the person learn from the experience?

### 2. The Importance of Protecting Ecosystems

**Prompt:** Write an essay about why protecting ecosystems is essential for life on Earth.

**Helping Questions:**

- What are ecosystems, and how do they support different species?
- What human activities harm ecosystems, and what are their effects?
- How can individuals and communities work to protect ecosystems?

### 3. A Tale of Extreme Weather

**Prompt:** Write a story about a person who experiences extreme weather and how they survive.

**Helping Questions:**

- What kind of extreme weather event does the person face, and how does it begin?
- How does the person find shelter and stay safe during the event?
- How does the experience change the person's view of nature?

### 4. How Animals Survive in Their Habitats

**Prompt:** Write an essay about how animals adapt to survive in their habitats.

**Helping Questions:**

- What is a habitat, and why is it important for animals?
- How do specific animals use adaptations to survive in their environments?
- What happens when habitats are destroyed, and how can people help?

### 5. A Hero in the Wild

**Prompt:** Write a story about a person who saves an animal in danger and forms a special bond with it.

**Helping Questions:**

- How does the person discover the animal in need, and what is its situation?
- What risks does the person take to help the animal survive?
- How does the relationship between the person and the animal develop?

### 6. The Role of Predators in Nature

**Prompt:** Write an essay about why predators are important for maintaining balance in ecosystems.

**Helping Questions:**

- What role do predators play in food chains and ecosystems?
- How does the loss of predators affect the environment?
- What can be done to protect predators and their habitats?

### 7. Overcoming Challenges to Survive

**Prompt:** Write a story about someone who survives a difficult challenge, whether in nature or everyday life.

**Helping Questions:**

- What challenge does the person face, and how does it affect them?
- What steps do they take to overcome the challenge and survive?
- How does the experience change the person's life?

### 8. The Importance of Habitats

**Prompt:** Write an essay about why it is crucial to preserve animal habitats.

**Helping Questions:**

- What are the key features of a habitat that make it suitable for animals?
- What human activities threaten habitats, and how do these affect animals?
- What steps can be taken to protect and restore habitats?

## **The Characteristics That Shape People**

People are defined by a wide range of characteristics that make them unique. These traits, whether positive or negative, influence how individuals interact with others and face challenges in life. Traits such as being ambitious, smart, or even arrogant can have significant effects on a person's success and relationships. Understanding these characteristics helps us appreciate the diversity of personalities and how they shape the world around us.

Positive traits such as being ambitious and smart are essential for personal growth and success. Ambitious people set high goals for themselves and work tirelessly to achieve them, often becoming leaders in their fields. Their drive inspires others and creates opportunities for progress. Similarly, being smart enables individuals to solve problems efficiently and make informed decisions. For instance, a smart student who is also ambitious might excel in school and pursue a successful career. These traits often lead to success and admiration from others.

On the other hand, negative traits like arrogance, bad temper, and selfishness can harm relationships and limit personal growth. Arrogant individuals often disregard others' opinions, which can make them difficult to work with. A bad-tempered person may struggle to maintain calm in challenging situations, damaging their relationships with friends, family, and colleagues. Selfishness, meanwhile, often creates a sense of isolation, as selfish people prioritize their own needs over those of others. These negative characteristics can hinder both personal and professional development.

It is important to strike a balance between traits to lead a fulfilling and harmonious life. While ambition can drive success, it should not turn into selfishness or arrogance. For example, an ambitious person can achieve their goals while being considerate of others' needs. Similarly, a bad temper can be managed through patience and emotional control. By nurturing positive traits and addressing negative ones, individuals can improve their relationships and contribute positively to society.

The characteristics of people shape who they are and how they interact with the world. Traits such as ambition and intelligence can lead to success, while arrogance, selfishness, and bad temper can create challenges. By understanding and balancing these characteristics, individuals can strive for personal growth and build stronger connections with others. Ultimately, the way people develop and express their traits determines their impact on the world around them.

## People Theme Suggested Writing Prompts

### 1. Essay: The Power of Ambition

**Prompt:** Write an essay about how being ambitious can help people achieve their goals.

**Helping Questions:**

- What does it mean to be ambitious, and why is it important?
- How can ambition help someone overcome obstacles in life?
- What are some examples of people whose ambition led to great success?

### 2. Story: The Arrogant Leader

**Prompt:** Write a story about a person whose arrogance affects their relationships and leads to a lesson.

**Helping Questions:**

- What makes the character arrogant, and how do others react to them?
- What challenges or conflicts arise because of their arrogance?
- How does the character change or learn from the experience?

### 3. Essay: Why Emotional Control Matters

**Prompt:** Write an essay about the importance of controlling a bad temper in difficult situations.

**Helping Questions:**

- What are the consequences of having a bad temper?
- How can someone learn to manage their emotions more effectively?
- How does emotional control benefit relationships and personal success?

### 4. Story: The Selfish Friend

**Prompt:** Write a story about a selfish person who learns the value of helping others.

**Helping Questions:**

- What selfish actions does the character take, and how do they affect others?
- What event causes the character to reflect on their behavior?
- How does the character change and show kindness in the end?

### 5. Essay: What Makes a Person Smart?

**Prompt:** Write an essay about how being smart involves more than just knowledge.

**Helping Questions:**

- What does it mean to be smart, and how is it different from being educated?
- How can people use their intelligence to solve problems and help others?
- What are examples of people using their intelligence in creative or unique ways?

### 6. Story: The Ambitious Dreamer

**Prompt:** Write a story about a person who works hard to achieve an ambitious goal despite obstacles.

**Helping Questions:**

- What goal does the character set, and why is it important to them?
- What obstacles or challenges does the character face along the way?
- How does the character's ambition help them succeed in the end?

### 7. Essay: Balancing Traits for Success

**Prompt:** Write an essay about how balancing positive and negative traits helps people succeed.

**Helping Questions:**

- Why is it important to nurture positive traits like ambition and kindness?
- How can negative traits like arrogance or selfishness hold people back?
- What strategies can people use to improve their behavior and achieve balance?

### 8. Story: The Transformation

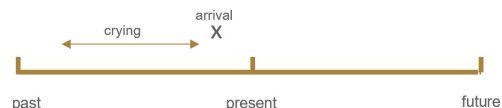
**Prompt:** Write a story about a person who starts out bad-tempered or selfish and changes for the better.

**Helping Questions:**

- What behavior or traits make the character difficult to be around?
- What event or experience makes the character realize they need to change?
- How does the character grow and become a better person in the end?

END OF BOOKLET

## Past Perfect Continuous Tense



**She had been crying before I arrived.**

### Rule:

The past perfect continuous tense is formed using "**had been**" followed by the present participle (the -ing form of the verb). It is used to indicate that an action had been going on for a period of time before another action occurred in the past.

### Structure:

- Positive Sentence: Subject + had been + present participle (v+ing) + object
- Negative Sentence: Subject + had not been + present participle (v+ing) + object
- Question: Had + subject + been + present participle(v+ing) + object?

### Examples:

1. They **had been playing** soccer for an hour before it started raining.
2. I **had been working** on the project all night before I finally finished it.
3. He **had been studying** for months before he took the final exam.
4. The kids **had been watching** TV for an hour when their parents came home.

|                                                      |                         |
|------------------------------------------------------|-------------------------|
| She had read a book. The phone rang. (use When)      | Sentence                |
| She had been reading a book when the phone rang.     | Past perfect continuous |
| She had not been reading a book when the phone rang. | Negative                |
| Had she been reading a book when the phone rang?     | Question                |

### Activity:

1. I \_\_\_\_\_ behind in my studies before I realized the need to put in extra effort.
  - ☐ **had been lagging**
  - ☐ had be lagging
  - ☐ had been lagged
2. They \_\_\_\_\_ at the airport for three hours before the flight \_\_\_\_\_.
  - ☐ **had been waiting – was scheduled**
  - ☐ waited - had been scheduling
  - ☐ had been waiting – had been scheduling

3. The team (run) late on the project deadline. Their manager (step) in to help.  
(use past perfect continuous / before)

**The team had been running late on the project deadline before their manager stepped in to help.**

4. We (live) abroad for several years. My dad (decide) to return to our home country.  
(use past perfect continuous / before)

**We had been living abroad for several years before my dad decided to return to our home country.**

### Past Perfect Continuous Tense

|                                                                                       |                         |
|---------------------------------------------------------------------------------------|-------------------------|
| He waited for hours in the cold. The bus finally arrived ( <b>use before</b> )        | Sentence                |
| He had been waiting for hours in the cold before the bus finally arrived              | Past perfect continuous |
| He had not (hadn't) been waiting for hours in the cold before the bus finally arrived | Negative                |
| Had he been waiting for hours in the cold before the bus finally arrived?             | Question                |

|                                                                       |                         |
|-----------------------------------------------------------------------|-------------------------|
| They practiced all week. They canceled the party. ( <b>use when</b> ) | Sentence                |
| They had been practicing all week when they canceled the party.       | Past perfect continuous |
| They had not been practicing all week when they canceled the party.   | Negative                |
| Had they been practicing all week when they canceled the party?       | Question                |

## Past Perfect Simple Tense

**Join the two sentences, then make the necessary changes.**

1. He (arrive) at the station. The train already (left). {Use "By the time"}

By the time he arrived, the train had already left.  
The train had already left by the time he arrived.

2. She (finish) her homework. She (go) out to play. {Use "before"}

She had finished her homework before she went out to play.  
Before she went out to play, she had finished her homework.

3. She (work) at the company for five years. She (get) a promotion. {Use "after"}

She got a promotion after she had worked at the company for five years.  
After she had worked at the company for five years, she got a promotion.

Past Perfect Simple: the use of "never or never before"

**Rule:**

Never (before) + had + subject + past participle verb

**Sentence without inversion:**

- She had never visited Paris before.

**Sentence with inversion:**

- Never before had she visited Paris.

In this example, the first sentence is in the standard word order with the subject "She" before the auxiliary verb "had." In the second sentence, the structure is inverted, placing the auxiliary verb "had" before the subject "she."

1. **\*\*Statement without inversion:\*\***

- They had never seen such a beautiful sunset before.

**\*\*Statement with inversion:\*\***

- Never before had they seen such a beautiful sunset.

2. **\*\*Statement without inversion:\*\***

- I had never tasted such delicious food before.

**\*\*Statement with inversion:\*\***

- Never before had I tasted such delicious food.

3. **\*\*Statement without inversion:\*\***

- We had never experienced such a challenging task before.

**\*\*Statement with inversion:\*\***

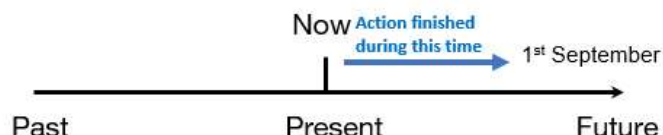
- Never before had we experienced such a challenging task.

This construction is more commonly found in formal or literary contexts, adding emphasis to the uniqueness or significance of the event being described.

Use (never or never before) in the sentences

1. I had never before met someone as talented as her.  
Never before had I met someone as talented as her.
2. They had never visited the Grand Canyon in their lives.  
Never had they visited the Grand Canyon in their lives.
3. He had never before experienced such excitement in his entire life.  
Never before had he experienced such excitement in his entire life.
4. We had never seen such a beautiful sunrise at that beach.  
Never had we seen such a beautiful sunrise at that beach.
5. Mary had never encountered such a difficult puzzle.  
Never had Mary encountered such a difficult puzzle.

## Future Perfect Passive



**The business proposal will have been written by the 1<sup>st</sup> of September, at which point we can assess the benefits to our company.**

|                       |                                                                                                                                                                                                                                                                            |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meaning               | The person is saying that before a certain time in the future (1 <sup>st</sup> September), which is the deadline, the proposal will be available for analysis.                                                                                                             |
| Grammatical structure | Passives: future perfect passive<br>object + will + have been + past participle                                                                                                                                                                                            |
| Usage                 | Future perfect passive is used to talk about actions or events that will be finished by a certain moment in the future. We use the passive voice to emphasize the action, not the person doing the action, by moving the object of the sentence into the subject position. |
| Other examples        | The order <u>will have been delivered</u> by the time he receives his invoice.<br>A new sports arena <u>will have been built</u> by next year, creating many business opportunities.<br>The accounts for the project <u>will have been completed</u> by next week.         |

Change the following sentences into passive. The first one is an example.

1. The team will have completed the project by next month when the client reviews it.

The project will have been completed by the time the client reviews it next month.

2. By the end of the week, the IT department will have installed the new software on all computers.

The new software will have been installed on all computers by the end of the week.

3. The event planner will have sent out all the invitations by the end of the day.

All the invitations for the event will have been sent out by the event planner before the end of the day.

4. Before the deadline, the team members will have submitted the report to the supervisor.

The report will have been submitted to the supervisor by the team members before the deadline.

5. Before the guests arrive tomorrow, someone will have cleaned and prepared the house.

The house will have been cleaned and prepared for the guests by the time they arrive tomorrow.

## Cleft Sentence: No Matter

|                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>No matter</u> how much that handbag costs, we are buying it. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Meaning                                                         | Regardless of the cost, the speaker will buy the item.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Grammatical structure                                           | Clefting and fronting<br>'No matter' + relative pronouns + clause                                                                                                                                                                                                                                                                                                                                                                                                               |
| Usage                                                           | 'Fronting' is used to emphasize the information in the first clause ' <i>No matter how much...</i> '. In this case, using 'No matter' emphasizes that 'regardless of the circumstances' the outcome will be the same.<br>'Clefting' means a single message is divided across two clauses. We use cleft sentences to connect what is already understood to what is new to the listener. Emphasis is placed on the new information by moving it to the beginning of the sentence. |
| Other examples                                                  | <u>No matter</u> what you say, I will still be attending the meeting.<br><u>No matter</u> the risk, it certainly worth a try.<br>It will eventually close down, <u>no matter</u> how much you try and save the business.                                                                                                                                                                                                                                                        |

1. I will follow the advice because it is good \_\_\_\_\_ gave it.

- ☐ **no matter who**
- ☐ no matter what
- ☐ no matter when

2. \_\_\_\_\_ far the place is, we still are going.

- ☐ No matter who
- ☐ **No matter how**
- ☐ No matter which

3. You can't go inside the president's house \_\_\_\_\_ you are.

- ☐ no matter how
- ☐ no matter when
- ☐ **no matter who**

4. You can be happy \_\_\_\_\_ happens.

- ☐ no matter when
- ☐ **no matter what**
- ☐ no matter where

5. \_\_\_\_\_ hard it is, just keep going.

- ☐ No matter who
- ☐ **No matter how**
- ☐ No matter when

6. I will choose what I want \_\_\_\_\_ she says.

- ☐ **no matter what**
- ☐ no matter when
- ☐ no matter where

## Passive Reporting Statements

| <b><u>It is believed that</u> over 50 people attended the party.</b> |                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meaning                                                              | It is common knowledge that 50 people went to the party.                                                                                                                                                                                                    |
| Grammatical structure                                                | Passive reporting statements<br>It + passive reporting verb + (that) + clause<br>subject + passive reporting verb + to + infinitive                                                                                                                         |
| Usage                                                                | Passive reporting statements are used to report information where the source is unknown or not important. The use of the passive structure obscures the source of the information. Reported statements are often used in a formal style or to report facts. |
| Other examples                                                       | <u>It was reported that</u> the sports center had closed down.<br><u>It was announced that</u> the New Year sales begin today.<br><u>It is thought that</u> the rain will continue into next week.                                                          |

### Examples

1. People **say** that he is a great leader. (Active)

**It is said that** he is a great leader. (Passive)

2. Experts **believed** that the experiment would succeed.

**It was believed that** the experiment would succeed.

### **Activity. Change the reported statements into passive.**

1. They report that the company is growing quickly.

**It is reported that** the company is growing quickly.

2. They **thought** that the movie was based on a true story.

**It was thought that** the movie was based on a true story.

3. People **believe** that she works very hard to support her family and achieve her goals.

**It is believed that** she works very hard to support her family and achieve her goals.

4. They **said** that she was the best singer of her time because her voice could captivate audiences of all ages.

**It was said that** she was the best singer of her time because her voice could captivate audiences of all ages.

5. Historians **knew** that the explorer discovered the island in 1803 after months of dangerous sailing through uncharted waters.

**It was known that** the explorer discovered the island in 1803 after months of dangerous sailing through uncharted waters.

## 5. "Not Only... But Also"

### Rule and Explanation:

1. "Not only... but also" is used to emphasize **two related ideas**, with the second idea often being more surprising or important.
2. The parts of the sentence connected by "not only" and "but also" must be **parallel** in structure. For example, if "not only" is followed by a verb, "but also" must be followed by a verb as well.

### Examples

1. She is **not only talented** in singing **but also skilled** in playing the guitar.  
(Parallel: "talented in singing" and "skilled in playing")
2. The company offers **not only competitive salaries but also excellent benefits**.  
(Parallel: "competitive salaries" and "excellent benefits")
3. He **not only forgot** to bring his homework **but also missed** the deadline for the project.  
(Parallel: "forgot to bring" and "missed")

### Activity

Fill in the Blanks with the correct type of correlative conjunction.

1. The cake is **not only** delicious **but also** beautifully decorated.
2. You can **either** take the bus **or** walk to the office.
3. He is **both** a talented artist **and** a skilled musician.
4. The students were told they must **either** finish their homework **or** stay after school.
5. She is **both** confident **and** polite in every situation.
6. You can **either** call me **or** text me later.
7. They will **either** stay home **or** go to the park this afternoon.
8. He is **neither** interested in sports **nor** enthusiastic about arts.
9. The answer was **neither** correct **nor** relevant.
10. She is good at **both** dancing **and** singing.
11. The report covers **both** financial performance **and** future plans.
12. She couldn't decide **whether** to stay **or** to leave.
13. **Whether** you like it **or** not, we have to finish this project by tomorrow.

## Revision

**Read the sentences then choose the correct answers.**

1. The project \_\_\_\_\_ by next Friday.
  - ☐ will have be completed
  - ☐ will have been complete
  - ☒ will have been completed
2. \_\_\_\_\_ hard he works, he never seems to get recognized.
  - ☐ Now matter who
  - ☐ No matter why
  - ☒ No matter how
3. She had never before seen such a beautiful sunset. (start with “**Never before**”)
  - ☐ Never before she seen such a beautiful sunset.
  - ☐ Never before she had seen such a beautiful sunset.
  - ☒ Never before had she seen such a beautiful sunset.
4. \_\_\_\_\_ she speaks five languages fluently.
  - ☐ It believed that
  - ☒ It is believed that
  - ☐ It were believed that
5. Check which sentence is written correctly using the **past perfect continuous**.
  - ☐ I have been studying all night, so I was exhausted during the exam.
  - ☒ I had been studying all night, so I was exhausted during the exam.
  - ☐ I had studying all night, so I was exhausted during the exam.
6. The recipe is \_\_\_\_\_ simple \_\_\_\_\_ delicious.
  - ☐ but also – not only
  - ☐ not only – but
  - ☒ not only – but also
7. Check which sentence is written correctly.
  - ☒ Never before had I experienced such a challenging situation.
  - ☐ Never before had I experience such a challenging situation.
  - ☐ Never before I had experienced such a challenging situation.
8. They will have sent all the invitations by the end of the week. (change into passive)
  - All the invitations \_\_\_\_\_ by the end of the week.
  - ☐ will has been sent
  - ☒ will have been sent
  - ☐ will have be sent
9. They \_\_\_\_\_ that city until last summer.
  - ☐ had before never visited
  - ☒ had never before visited
  - ☐ never had before visited
10. \_\_\_\_\_ she says, I will stick to my decision.
  - ☒ No matter what
  - ☐ No matter who
  - ☐ No matter where

11. She is \_\_\_\_\_ talented \_\_\_\_\_ hardworking.
- ☐ both - and
  - ☐ whether – nor
  - ☐ both – but also
12. They (wait) for hours before the train finally arrived.  
(Change into **past perfect continuous**)
- ☐ They had be waiting for hours before the train finally arrived.
  - ☐ They had been wait for hours before the train finally arrived.
  - ☐ **They had been waiting for hours before the train finally arrived.**
13. \_\_\_\_\_ that the missing ship had sunk during the storm.
- ☐ It was think
  - ☐ **It was thought**
  - ☐ It were thought
14. The government will have implemented the new law by next year. (change into passive)
- ☐ **The new law will have been implemented by the government by next year.**
  - ☐ The government will have been implemented the new law by next year.
  - ☐ The new law will have implemented by the government by next year.
15. She \_\_\_\_\_ at the company for five years before she got promoted.
- ☐ had been work
  - ☐ had been worked
  - ☐ **had been working**
16. We couldn't decide \_\_\_\_\_ to travel by car \_\_\_\_\_ take a train.
- ☐ neither – or
  - ☐ **whether – or**
  - ☐ whether – nor
17. People think that this product is the best in the market. (Change to reported speech)
- ☐ **It is thought that this product is the best in the market.**
  - ☐ It thought that this product is the best in the market.
  - ☐ It is think that this product is the best in the market.
18. He is \_\_\_\_\_ interested in sports \_\_\_\_\_ enthusiastic about arts.
- ☐ neither – or
  - ☐ **neither – nor**
  - ☐ neither - but
19. Scientists believed that the Earth was the center of the universe. (change into reported speech)
- ☐ It was believe that the Earth was the center of the universe.
  - ☐ It is believed that the Earth was the center of the universe.
  - ☐ **It was believed that the Earth was the center of the universe.**
20. \_\_\_\_\_ calls, I am not answering the phone tonight.
- ☐ **No matter who**
  - ☐ No matter how
  - ☐ No matter what
21. You can \_\_\_\_\_ stay here \_\_\_\_\_ come with us.
- ☐ not only – or
  - ☐ either – nor
  - ☐ **either - or**

22. The kids \_\_\_\_\_ in the park all afternoon when it started to rain.

- ☐ had been played
- ☐ had been play
- ☐ **had been playing**

23. When she \_\_\_\_\_ her homework, she \_\_\_\_\_ to bed.

- ☐ finished - went
- ☐ had finished – had went
- ☐ **had finished - went**

24. By the time the sun set, they \_\_\_\_\_ the hike.

- ☐ completed
- ☐ **had completed**
- ☐ had complete

25. They \_\_\_\_\_ for hours when the power went out.

- ☐ **had been studying**
- ☐ had be studying
- ☐ had studying

26. She \_\_\_\_\_ the piano for hours when her friends arrived.

- ☐ **had been practicing**
- ☐ had been practiced
- ☐ had been practice

27. By the time he \_\_\_\_\_ the race, he \_\_\_\_\_ a new record.

- ☐ finished - already set
- ☐ **finished - had already set**
- ☐ finish - had already set

28. The workers \_\_\_\_\_ the bridge for months when it \_\_\_\_\_.

- ☐ **had been building – collapsed**
- ☐ had been building – collapsing
- ☐ had been building – collapse

### **Maze 1**

By the time the conference ends, all the reports (1) \_\_\_\_\_ and distributed to the participants. The organizers have ensured that (2) \_\_\_\_\_ hard the weather conditions are, the event will proceed as planned. (3) \_\_\_\_\_ that this conference will bring about groundbreaking innovations in technology, while (4) \_\_\_\_\_ in the past that such events were only for elite academics. The keynote speaker mentioned that she (5) \_\_\_\_\_ her presentation for weeks before the event began. The session emphasized the importance of collaboration, as it encouraged participants to be (6) \_\_\_\_\_ creative (6) \_\_\_\_\_ proactive in their problem-solving approach. One of the attendees remarked, “(7) \_\_\_\_\_ such a well-organized and inspiring event.”

### **Read the text then choose the suitable answers.**

|    |                                                    |                                                  |                                                          |
|----|----------------------------------------------------|--------------------------------------------------|----------------------------------------------------------|
| Q1 | <input type="checkbox"/> will have been finalize   | <input type="checkbox"/> will have be finalized  | <input type="checkbox"/> <b>will have been finalized</b> |
| Q2 | <input type="checkbox"/> no matter what            | <input type="checkbox"/> <b>no matter how</b>    | <input type="checkbox"/> no matter when                  |
| Q3 | <input type="checkbox"/> It is believe             | <input type="checkbox"/> It is believes          | <input type="checkbox"/> <b>It is believed</b>           |
| Q4 | <input type="checkbox"/> It is thought             | <input type="checkbox"/> <b>It was thought</b>   | <input type="checkbox"/> It is think                     |
| Q5 | <input type="checkbox"/> <b>had been preparing</b> | <input type="checkbox"/> had been prepare        | <input type="checkbox"/> had preparing                   |
| Q6 | <input type="checkbox"/> nor – and                 | <input type="checkbox"/> <b>both – and</b>       | <input type="checkbox"/> and - both                      |
| Q7 | <input type="checkbox"/> Never before had I saw    | <input type="checkbox"/> Never before I had seen | <input type="checkbox"/> <b>Never before had I seen</b>  |

## Maze 2

Mariam (1) \_\_\_\_\_ all week, trying to finish her project before the deadline. She had been working nonstop, which eventually made her sick and weak. However, she was determined to hand in her project before the due date.

“Before the week starts, my project (2) \_\_\_\_\_, revised, and handed in to my professor,” Mariam told her friend, who was worried about her.

“Are you sure you can do that, Mariam?” asked her friend.

“(3) \_\_\_\_\_ this certain in my life. I am determined to see it through, (4) \_\_\_\_\_ it costs me my health (4) \_\_\_\_\_ not,” Mariam said confidently.

“You know,” her friend said after a moment of silence, “(5) \_\_\_\_\_ that you were the model of a perfect student—always on time, hardworking, and resilient.”

“That’s why, (6) \_\_\_\_\_ happens, I’ll make sure to maintain my reputation and never give up,” Mariam said with a smile.

### Read the text then choose the suitable answers.

|    |                                                       |                                                  |                                                         |
|----|-------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------|
| Q1 | <input type="checkbox"/> had been work                | <input type="checkbox"/> <b>had been working</b> | <input type="checkbox"/> had been worked                |
| Q2 | <input type="checkbox"/> will have finished           | <input type="checkbox"/> will have be finished   | <input type="checkbox"/> <b>will have been finished</b> |
| Q3 | <input type="checkbox"/> I had before never been      | <input type="checkbox"/> Never before I had been | <input type="checkbox"/> <b>Bever before had I been</b> |
| Q4 | <input type="checkbox"/> not only – but               | <input type="checkbox"/> whether – nor           | <input type="checkbox"/> <b>whether - or</b>            |
| Q5 | <input type="checkbox"/> <b>It was always thought</b> | <input type="checkbox"/> It was always think     | <input type="checkbox"/> It was always thinking         |
| Q6 | <input type="checkbox"/> no matter how                | <input type="checkbox"/> no matter why           | <input type="checkbox"/> <b>no matter what</b>          |

### Maze 3

By the time the new policy is implemented, all necessary approvals (1)\_\_\_\_\_ by the board. The team leader reminded everyone that (2)\_\_\_\_\_ challenges arise, they must stay committed to their goals. It (3)\_\_\_\_\_ that the policy will improve workplace efficiency, although (4)\_\_\_\_\_ in the past that such changes might disrupt the workflow. The employees (5)\_\_\_\_\_ the proposal for hours before the final vote was taken. The new policy aims to benefit both managers and employees equally. One employee commented that she had never before experienced such an inclusive decision-making process.

### Read the text then choose the suitable answers.

|    |                                                  |                                                |                                                   |
|----|--------------------------------------------------|------------------------------------------------|---------------------------------------------------|
| Q1 | <input type="checkbox"/> will have been obtained | <input type="checkbox"/> will have been obtain | <input type="checkbox"/> will have been obtaining |
| Q2 | <input type="checkbox"/> no matter what          | <input type="checkbox"/> no matter how         | <input type="checkbox"/> no matter when           |
| Q3 | <input type="checkbox"/> It is think             | <input type="checkbox"/> It was thought        | <input type="checkbox"/> It is thought            |
| Q4 | <input type="checkbox"/> it is believe           | <input type="checkbox"/> it was believed       | <input type="checkbox"/> it is believing          |
| Q5 | <input type="checkbox"/> had been discuss        | <input type="checkbox"/> had been discussing   | <input type="checkbox"/> had discuss              |

**Choose the correct answers.**

1. Building a strong \_\_\_\_\_ identity involves consistent marketing strategies, high-quality products, and establishing trust with consumers over time.
  - ☐ arrogant
  - ☒ brand
  - ☐ selfish
2. Providing temporary \_\_\_\_\_ to families is one of the most urgent responses needed during natural disasters.
  - ☐ habitat
  - ☐ survive
  - ☒ shelter
3. \_\_\_\_\_ is the cornerstone of innovation, enabling people to find unique solutions to complex problems and drive progress in various fields.
  - ☒ Creativity
  - ☐ Ecosystem
  - ☐ Ambitious
4. A successful \_\_\_\_\_ not only identifies market demands but also develops innovative products or services that fulfill unmet needs in society.
  - ☒ entrepreneur
  - ☐ entrepreneurship
  - ☐ entrepreneurial
5. \_\_\_\_\_ weather conditions, such as hurricanes and blizzards, can disrupt daily life and cause significant damage to infrastructure and natural habitats.
  - ☐ Arrogant
  - ☒ Extreme
  - ☐ Survive
6. His \_\_\_\_\_ decision to take credit for his teammate's hard work caused a rift within the group and led to feelings of resentment.
  - ☒ selfish
  - ☐ smart
  - ☐ bad tempered
7. Companies that fail to adapt to rapidly changing \_\_\_\_\_ risk losing their competitive edge and eventually going out of business.
  - ☐ manufacture
  - ☒ market demands
  - ☐ entrepreneur
8. The destruction of natural \_\_\_\_\_, driven by deforestation and urbanization, has forced many species to the brink of extinction.
  - ☒ habitats
  - ☐ predators
  - ☐ Survive
9. Factories that \_\_\_\_\_ eco-friendly products are gaining popularity as more consumers prioritize sustainability over convenience.
  - ☐ ecosystem
  - ☒ manufacture
  - ☐ characteristic
10. An \_\_\_\_\_ entrepreneur often sets bold goals and invests countless hours in turning their dreams into reality, despite the challenges they face.
  - ☐ arrogant
  - ☒ ambitious
  - ☐ ambition

11. Technological \_\_\_\_\_ has transformed industries by improving efficiency, reducing costs, and creating entirely new markets.

- ☐ ecosystem
- ☐ Innovative
- ☐ innovation

12. As a \_\_\_\_\_, the lion plays a critical role in maintaining balance within its ecosystem by controlling the population of herbivores.

- ☐ predator
- ☐ prototype
- ☐ Ecosystem

13. Animals in the wild must develop unique adaptations to \_\_\_\_\_ harsh conditions and predators in their environment.

- ☐ survive
- ☐ survival
- ☐ Ambitious

14. After months of research and development, the engineering team finally created a working \_\_\_\_\_ of the revolutionary device.

- ☐ ecosystem
- ☐ prototype
- ☐ shelter

15. A balanced \_\_\_\_\_, where every species plays a crucial role, is essential for maintaining biodiversity and ensuring the planet's health.

- ☐ prototype
- ☐ predator
- ☐ ecosystem

16. One admirable \_\_\_\_\_ of effective leaders is their ability to inspire and motivate others, even in challenging situations.

- ☐ characters
- ☐ characteristics
- ☐ Characterization

17. \_\_\_\_\_ students not only excel academically but also learn to think critically and apply their knowledge to solve real-world problems.

- ☐ Smart
- ☐ Innovation
- ☐ Bad tempered

18. The \_\_\_\_\_ manager, who often shouted at his employees, eventually realized that his behavior was affecting productivity and morale.

- ☐ bad-tempered
- ☐ smart
- ☐ predator

19. Although he was highly skilled and intelligent, his \_\_\_\_\_ attitude made it difficult for his colleagues to appreciate his contributions to the team.

- ☐ smart
- ☐ ambitious
- ☐ arrogant