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9All you need for grammar bac

PUNCTUATION

One of the biggest problems you students have with English is punctuation when you write and intonation when you speak. You should bear in mind that when we speak, we use intonation, it's that musicality which makes you give meaning to your sentences. With no intonation, you cannot be understood by anyone. Do you remember the game we had in class ? Have a look at it again:

Ready?
No.
Why?
Problems.
Problems?
Yes.
What?
Money.

If you don't use intonation correctly, the conversation loses its meaning and you cannot be understood. Do never forget that you are speaking , or writing , to convey a message to someone else who has to understand you. If the addressee doesn't understand you, it doesn't mean he or she is stupid but simply that you were not able to make them get you idea.

This very intonation which gives meaning to your sentences when speaking , is what we mean by punctuation when we write. I have seen students who write one looooooong sentence in a paragraph. I guess it's illogical and unconceivable too.
My advice to all of you is to write short sentences first. The easiest way is to start with sb + vb + C. then with time you learn how to stretch your sentences by adding adjectives, ad verbs……the best writers are those who know how write clearly and easily so that they can be understood and therefore have a large audience.

<u>You should first know that</u>:

1- **A – B – C** : **Every sentence begins with a capital letter. Capital letters are also used for personal names, Countries, names of languages, nationalities……**

2- **,** : **commas are used in writing at places where , in speaking , we <u>pause.</u>**

3- **“ ”** : **quotation marks show the words someone said or when a world is not English such as <u>“Melwi</u>” or <u>“Harira”.</u>**

4- **?** : **question marks are put at the end of all <u>questions.</u>**

5- **!** : **exclamation marks are put at the end of <u>exclamations</u>.**

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6- ' : an apostrophe is always used with possessives and with contractions. e.g Ali's book or Ali's a student.

THE ENGLISH TENSES

Another problem is tenses. I always wonder why, as I think that English is much easier than Arabic or French which students can speak quite well . There is no "premier,deuxième or troisième groupe" . There is only one infinitive in English and from that infinitive we can have all the forms easily. Eg I *play*. (the same as the infinitive) I *played* (infinitive + ed) I am *playing* (infinitive + ing) ……

Remember the chart bellow whenever you are speaking or writing:

Simple present tense: I play soccer every week-end. (REPETITION) To show how often it is repeated, we can use - always (100% repetition) - usually - sometimes - rarely - never (0% repetition) Questions: Do you understand ? (Do + sb + infinitive) Negation: No, I don't understand. (sb + do not + infinitive)	**Simple past tense:** I played tennis yesterday. (finished) + (time expression : 1- yesterday 2- last…….. 3- …….ago 4- In + date 5- When…….(time-clause Questions: Did you do it ? (did + sb + infinitive) Negation: No, I didn't do it. (sb + did not + infinitive)
Present continuous: 1- I am playing now/ at this moment. 2- I am playing tomorrow/ next……	**Future tenses:** 1- I shall play tomorrow. 2- I will play tomorrow. 3- I'll play tomorrow. 4- I am playing tomorrow. 5- I will be playing tomorrow. 6- I am going to play tomorrow. 7- I will have played by tomorrow.
Present perfect tense: 1- I have played tennis since 1994. I have played tennis for ten years. (not finished: I still play tennis) 2- I have just played tennis. I have already played tennis. I have not played tennis yet.	

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LINKING WORDS

Most students don't use any linking words when they are writing as they give more importance to their ideas not the way those ideas should be conveyed , supported or opposed ….. In other words, they don't make their writing look beautiful as they don't know what a good style looks like. Please, do use linking words whenever you write. You'll see the difference and will savour the beauty of your style once you manage to use them correctly.

Addition: **1-** I speak French **and** English **too.** I speak French **and** English **also.** I speak French **and** English **as well.** I speak French **as well as** English. **2-** I speak French. **What's more**, I write it **as well.** I speak French . **Furthermore**, I write it **too.** I speak French . **Moreover**, I **also** write it l. I speak French. **Besides (this)**, I write it well. I speak French . **In addition to this**, I write it well. 3- I speak **not only** French **but** English **too.** I speak **not only** French **but also** English **.** **Not only** do I speak French **but also** English	**contrast** **1-** I Speak Berber **but** I don't write it. I speak Berber . **Yet**, I don't write it. I speak Berber . **However**, I don't write it. I speak Berber **but** I don't write it, **however.** **2-**(I am Zemmouri but I don't speak Berber.) **Even if** I am Zemmouri , I don't speak Berber. **Even though** I am Zemmouri , I don't speak Berber. **Although** I am Zemmouri , I don't speak Berber. **Though** I am Zemmouri , I don't speak Berber.
Expressing the cause: 1- I come to school **because** I am a student. **Because** I am a student , I come to school. 2- Amine is absent **since** he is sick. **Since** Amine is sick , he is absent. 3- I study English a lot **as** I like it. **As** I like English , I study it a lot.	**Expressing purpose**: (I come to school **because I want to** study) **1-** I come to school **to** study. **2-** I come to school **in order to** study. **3 -** I come to school **so as to** study. **4-** I come to school **so that** I **can** study. I come to school **in order that** I **can** study.

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Neither…nor…

1- Hajar doesn't cook. Ikram doesn't cook ,**either.**
Neither Hajar **nor** Ikram cooks.

2- Nada doesn't sing. She doesn't dance**, either.**
Nada **neither** sings **nor** dances.

3-Asma doesn't cook tajine. She doesn't cook couscous , **either.**
Asma cooks **neither** tajine **nor** couscous.

WRITING A PARAGRAPH

(One)

Here are some tips to help you write a paragraph:

1- Do always write a *topic sentence* that gives an idea about what the paragraph is about.

2-Give *supporting details* i.e. (explain the idea given in the topic sentence then add examples, statistics, facts…to clarify your idea)

3-Use *linking words* to connect your sentences and to make your style look more beautiful.
(do never forget that you are going to be penalized for not using enough liking words i.e. less marks)

4- When you have finished, read your paragraph through and try to correct the mistakes you may have made in punctuation, spelling and grammar and so on.

Read this paragraph and give names to each element:

	There are three categories of offence as "war crimes".
	First, there are crimes against peace.
	For example, some individuals plot war against non-aggressive countries.
	Second, there are violations of the customs and laws of war.
	For instance, some soldiers murder prisoners, hostages and civilians.
	Finally, there are crimes against humanity.
	These crimes include extermination, enslavement and other inhumane acts committed against any civilian population.

.....

WRITING A PARAGRAPH

(One)

Here are some tips to help you write a paragraph:

1- Do always write a *topic sentence* that gives an idea about what the paragraph is about.

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	First, there are crimes against peace.
	For example, some individuals plot war against non-aggressive countries.
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	For instance, some soldiers murder prisoners, hostages and civilians.
	Finally, there are crimes against humanity.
	These crimes include extermination, enslavement and other inhumane acts committed against any civilian population.

WRITING A PARAGRAPH
(two)

The world Health Organization (WHO) intends to help all peoples achieve the highest possible level of health. Initially, WHO hopes to do this through disease eradication. For example, it helps to eradicate the scourge of centuries smallpox. Second, it aims at improving nutrition. For instance, WHO advertises the value of breastfeeding to make women aware of the importance of giving their milk to their infants. Finally, it helps poor people to get cheap or free medicine. To illustrate this, last year it changed the pharmaceutical giants by arguing for a list of two hundred key drugs that should be sold in developing countries, instead of the three to five thousand drugs marketed there previously. In brief,, WHO has continued actions to provide vaccinations, improved nutrition, and medicine for everybody.

Topic sentence	
Supporting sentence 1	
Supporting sentence 2	
Supporting sentence 3	
Concluding sentence	

- How do organizations fight poverty in Morocco? Give three reasons.

……..

WRITING A PARAGRAPH

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Topic sentence	
Supporting sentence 1	

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Supporting sentence 2	
Supporting sentence 3	
Concluding sentence	

- How do organizations fight poverty in Morocco? Give three reasons.

WRITING A PARAGRAPH
(three)

Read the following sentences then write down:

1-For example, when students want to learn more about a subject, they should use a foreign language, especially English to look for information.

2-In short , learning a foreign language opens up job opportunities, enlarges our knowledge and makes us open-minded.

3-For instance, job seekers should know English or Spanish if they want to have a respectable job.

4- Studying a foreign language broadens our horizons.

5- Finally, it helps us recognize that our way of viewing the world and doing things is not the only way.

6-First, it broadens our opportunities in careers.

7-So, our contacts will increase and our understanding and acceptance of other people's ideas and cultures will expand.

8-Second, it broadens our intellectual potential.

The topic sentence:……
Supporting detail1:……..
Supporting detail 2:…….
Supporting example1:…….
Supporting example2:……....
Conclusion:……..…

……

Read the following sentences then write down:

1-For example, when students want to learn more about a subject, they should use a foreign language, especially English to look for information.

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8-Second, it broadens our intellectual potential.

The topic sentence:……
Supporting detail1:……..
Supporting detail 2:……
Supporting example1:……
Supporting example2:……....
Conclusion:……

WRITING A PARAGRAPH

(four)

Although some parents don't allow their children to watch television, it can be good for them. First of all, I think that television is a cheap entertainment . On Sundays, when children drive their parents crazy, the TV can bring them some fun. Besides this, it is too expensive to take the whole family to the movies. For instance, the family can sit in their living room and watch a movie on television. Secondly, it is my conviction that television can be a good teacher. Studies show that these TV programmes help children do well in school. For example, small children can learn the alphabet and numbers on children's programmes. In addition to this, nature programmes teach them about our earth and how to care for it. In brief television is a useful medium for the entertainment and teaching of kids.

Task n° 1:

1- What is the main topic?.....
2- What is the main idea?.....
……

1-Topic sentence:……
2-opinion 1:……..
3-support 2:……..
4:example:……

5-opinion 2:……
6-support 1: ……
7-support 2:……
8-example :……
9- concluding sentence:……

Task n° 2
Complete the following paragraph with some of your own ideas:

**Although some people don't like to watch television, it can be good for them. First of all, I think that television is a cheap entertainment . In the evening, when we ……., the TV can bring us some fun and consequently we can have a good time together. Besides this, it is too expensive to ……..…….. ……..
For instance, the family can sit in their living room and watch ……. ……
on television. Secondly, it is my conviction that television can be a good school. Studies**

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have shown that these TV programmes help
……..…..
……..
For example, ……..
In addition to this, documentaries can teach them about
…..……..……
……
In brief television is a useful medium for the entertainment and ……..
……

WRITING A COMPOSITION

These are the steps you should follow in order to write a composition:

1- Understand the topic and circle the questions / ideas they want you to write about.

2- Collect ideas (if you have problems with English, write them in Arabic, or French).

3- organize your ideas and plan your writing (topic sentence, supporting details……).

4- Write the first draft.

5- Revise the first draft (the form, then punctuation. After that go to the verbs and check your tenses….)

6-Write your final draft.

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WRITING A COMPOSITION

These words are usually found in the topics given in the exam paper:

argue	**Present the case for and against**
compare	**Look for similarities and differences**
discuss	**Consider all the sides of the problem.**
define	**Bring out the meaning**
summarize	**Describe without details, in a short way.**
illustrate	**Make clear with examples**

Globalisation enables rich countries to buy and sell any product in any country in the world; however, it creates problems to developing countries.

Write an article to your school magazine to discuss the advantages and drawbacks of globalisation.

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These phrases may be of great help if you manage to learn how to use them correctly. I advise all of you to learn them by heart first, then use as many as you can whenever you are writing. You'll see how beautiful your style will be in a few weeks "Inshallah" .

To introduce an idea	A great deal of writing has been devoted to…… It's generally said / thought/ assumed that…… Nowadays we take it for granted that…… It's a known fact that…… Gone are the days when…… …… …… …… …… …… …… …… …… ……
To introduce a paragraph	One *advantage* of ……...is …… ……. Another *advantage* of……..is…….. One *disadvantage* of ……..is…….. Another *disadvantage* of……..…..is……. Another point in favour of ……..…is…… Another point against… ……..is……. A further *advantage*…….is…… A further *disadvantage* of…….is……
To conclude	To sum up……. In brief …… All in all ……. In a nutshell…….. …… …….. In conclusion one can say that…….. At this point one can say that …… one can conclude by saying that…… …….. ……

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These are some of the phrases we have seen in the text book this year:

-For many hundreds of years,
-For many centuries,
- In the last decades,
- Nowadays
- Today
- At the present
-In the Internet age
- In olden times……but today……

- In this article, I will discuss some problems
- First of all , I wish to emphasize
- In this context, we need to adapt to
- In this kind of situation, we need to
- I would like to focus today on
- If there is one thought I can impress on you today, it is
……
……..
……

- To some extent , it is true to say that
- It is needless to say that
- Unlike what most people think,
- While much has been written on….. , most people still …
- It is then quite obvious that
- While there is clearly no silver bullet for……. , many would argue that …..
……
……
……

- Certainly one of the best ways to …is….
- The outcome is not trivial, for example……
- Taking everything into account,
……
……
……
……
……
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……
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……

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Should woman go out to work? Write an article to show the disadvantages of going out to work.

Introduction:

Gone are the days when woman was considered as a rag in the kitchen. Nowadays she goes out to work and can have independence and a strong personality. However, to what extent does going out to work have only advantages for women?

Body:

When woman goes out to work, she loses her children and husband too. That is to say that those children miss their mother who has to spend the whole day out of home. Mother knows that her children need affection, love and above all her presence near them all the time . Since she can't afford all that, she buys their love by giving them money and buying them whatever they want. This money can lead children to spend all their time in the street buying sweets and playing. With time these sweets become cigarettes ; and these latter can become drugs and mother can say goodbye to her kids.

Another disadvantage of going out to work is that woman loses her womanhood. Some women who do men's jobs can become like men in their way of thinking; their way of speaking and even in their physique……

Conclusion:

At this point can say that even if woman has gained independence and self-confidence, she has lost a lot of things among which her family and perhaps the most cherished quality of women, femininity.

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To introduce an idea or a paragraph	**A great deal of writing has been devoted to…… It's generally said / thought/ assumed that…… Nowadays we take it for granted that…… It's a known fact that…… Gone are the days when…… One advantage of ….is …… ……. Another advantage of……..is…….. One disadvantage of …..is…….. Another disadvantage of……..is……. Another point in favour of …is……. Another point against… ……..is……. A further advantage/disadvantage of…….is……**
To oppose an idea before	**However, Yet , Nevertheless Although, though, even though, even if In spite of , despite**
To support an idea before	**Besides, Moreover, Furthermore, Moreover What's more, in addition to this…..**
To conclude	**In conclusion one can say that…….. To sum up……. In a nutshell…….. At this point, one can say that …… At this point, one can conclude by saying that……**

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What are the advantages and disadvantages of nuclear energy?

Introduction:

A great deal of writing has been devoted to the problem of…….……but to what extent can we say that……..has so many disadvantages and advantages as well?

Body:

One advantage of ……is that …….. (topic sentence) **+ (Explain)** **+ (give examples.)**
Another point in favour of……is that……(topic sentence) **+ (explain)** **+ (give examples)**
On the other hand, …….has so many disadvantages . One of these drawbacks is …….. (topic sentence) **+ (explain)** **+ (give examples)**
A further point against ……is …….. (topic sentence) **+ (explain)** **+ (give examples)**

Conclusion:

At this point, one can say that even if ……..……has so many advantages , it also has drawbacks that….. …….. ……..……So, one ……

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EXPOSITORY

If you could change one thing to make the world a better place, what would it be ?

Think about the things you would change and why.

Introduction : (*why would you like to change the world and what would you like to change?)*
……

Body :

(*Why would you like to change the world ? what are the things you'd like to change ? Why ?*)
……
……..
……

(*what do you think about the world today ? Give the things you'd like to change in detail and give reasons*)
……..
……..
……

(*What is the most important thing you want to change ? Why ?)*
……
……

Conclusion : (*give a summary of the ideas discussed then give advice to people to keep the world safe.)*
……..

These phrases can help you :	**To conclude :**
The world nowadays is…….	All in all / in a nutshell / …….
We are living in world characterized by….	To sum up all what has been said, I believe….
I have always dreamt of a world….	To put it all together, people should…….
What pushed me to…….is……..	
What urged me to take this decision is….	

For further practice:

EXPOSITORY WRITINGS

1- **What is the best or the worst day you have ever spent with your family ?**
2- **Everyone has an idea about what they would like to do when they grow up. Think about the career you would like to do when you finish school.**
3- **Everyone has thought about trips they might take and places they would like to visit. Write a paper telling where you would like to go if you could.**
4- **Best friend are special people in our lives. Think about your best friend and reasons that you like in him/her.**
5- **People learn things at school and in life. What is the most important thing you have learned ?**
6- **Everyone is afraid of something –heights, spiders or flying. What do you fear the most ? Write a story about a situation in which you had to face your fear.**

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DESCRIPTIVE WRITING

Imagine that someone gave you a very special ring. What does this ring look like as it sits on your finger?

Describe this ring down to the reader to the last detail so that your reader can picture it on your hand.

Introduction: (*what are rings good for? When did someone give you a very special ring?*)
……..

Body:

(*what does it look like? How does it feel? Is it heavy? Does it smell?*)
……

(*tell about an experience you had: when? Why did you use it? Did it serve or not?)*
……
……

Conclusion: (*summarize what happened. What's the moral of the story?)*

……

Useful phrases	**The moral:**
People have always used simple things to symbolize big things. Rings have always been synonym of…… It is common to hear about objects with special power, but to possess one like this is beyond magic. The ring had the power of…… Everything seemed alright until…….	Greatness lies within…….. I am what I think of myself everyday…. I learnt that with special powers come big responsibilities.

For further practice:

DESCRIPTIVE WRITING

1-Each season of the year is beautiful is some way. Think of which season is your favourite, Summer, spring, spring or fall ?

2-Imagine that someone gave you a special ring. What does this ring look like as it sits on your finger?

3- Imagine …….

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NARRATIVE WRITINGS

Definition and strategies:

In brief , it's an essay in which you tell a story. Most of the time , it's an event or an experience in your life. What you have to do is just use your memory and try to remember and share all the details of the story with your reader.

The best technique is to think small and then make it bigger and bigger. You should build your writing gradually, step by step, detail after detail until it is complete. Don't forget to use colourful adjectives and detailed sentences to make your story exciting to your reader.

For further practice:

1-Imagine that you were out for a walk and came across an animal that could talk to you. Write the conversation you and that animal would have.

2- imagine that one day you wake up to find that you had grown two extra arms. Write a story about a day in your life with these extra arms.

3-Where would you go if you could fly anywhere that you wanted for 48 hours ?

4- What if you were invisible ? What are the advantages and disadvantages of being invisible ?

5-There are many stories about people getting three wishes that come true.

Write a story about how you received three wishes and what you wished

NARRATIVE WRITINGS

Definition and strategies:

In brief , it's an essay in which you tell a story. Most of the time , it's an event or an experience in your life. What you have to do is just use your memory and try to remember and share all the details of the story with your reader.

The best technique is to think small and then make it bigger and bigger. You should build your writing gradually, step by step, detail after detail until it is complete. Don't forget to use colourful adjectives and detailed sentences to make your story exciting to your reader.

For further practice:

1-Imagine that you were out for a walk and came across an animal that could talk to you. Write the conversation you and that animal would have.

2- imagine that one day you wake up to find that you had grown two extra arms. Write a story about a day in your life with these extra arms.

3-Where would you go if you could fly anywhere that you wanted for 48 hours ?

4- What if you were invisible ? What are the advantages and disadvantages of being invisible ?

5-There are many stories about people getting three wishes that come true.

Write a story about how you received three wishes and what you wished

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PERSUASIVE WRITING

Definition and strategies:

Most of the time you are asked to write ***a letter*** *to convince somebody to do or not do something.*

First of all, define the person you want to convince, why you want to do so. Then write down the reasons or benefits that will support your position.

After that: 1- **set the ground**
2- define the problem
3- give your solution to the problem
4- show that this solution has more benefits
5- in the end , you add the most important benefit in your opinion and you tell the readers what you want them to do.

For further practice:

1- **In order to save money, your principal is thinking about closing the school library, or media centre. Write a letter to your principal persuading him/her to keep it open. Give as many reasons as you can to support your position.**
2- **Your family is moving and wants your opinion on where to buy a new house. Should it be in a neighbourhood in a city or on a farm in the country? Where would you like to live. Write a letter to your family persuading them to choose a house in the place you want to live.**
3- **A wealthy donor plans to build a new facility that will benefit young people in your area. The donor is not sure what kind of facility would be most useful, a swimming-pool, a theatre, an art school or any other facility. Write a letter to the donor in which you identify the type of facility you would like to have built.**

A personal letter

My address

Thur, march 29th

Dear friend…/sister…/(name)

Para1

reason for writing

Para2 /3

Principal message
(what do you want to tell the addressee, news, invitation…)

Para4

Polite wish
(My best wishes to you and to your family. Say hi/hello to everybody for me. I'm looking forward to hearing from you soon.)

An official letter

Their address

My address

Thur, March 29th

Dear Sirs/ Sir or Madam

Para1

reason for writing

Para2 / 3

: Principal message
(details about the main topic why you are writing your letter.

Para4

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Faithfully yours.
Nour

Waiting for an answer, I hope would be favourable, please accept all my respect.
I am looking forward to hearing from you an answer that would be favourable.

Sincerely yours.
Nour

Topic:

Your principal has asked students to suggest a school rule that should be changed. Think of one that you would like to have changed . write a letter convincing your principal that this rule should be changed . Be sure to support your opinion with convincing reasons and evidence.

Their address

My address

Today's date

Dear Sir
Sirs
Sir or Madam

Paragraph 1

Reason for writing: (stated in the topic)
1- *I should be more than honoured/ pleased to write to you……..*
2- It's with great pleasure that ……

Paragraph 2

What is the rule you want to change?
1- As clear as it is to you, students are complaining about……
2- I would like to inform you that……
Give reasons why you want to change it.
1- I think this has a great/ negative impact/ influence on……

Paragraph 3

Say how the change of this rule would make student love their school more.
1- This would positively affect……
Say how this change would make your school a better place.

Paragraph 4

Cloze the letter.
(choose one of the closing sentences of formal letters)

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1- *I am looking forward to hearing from you an answer that I hope would be favourable.*
2- *Waiting for an answer, I hope would be favourable, please accept all my respect.*

Sincerely yours
Nour

Exercise:

Read the following sentences then write down:

1-For example, when students want to learn more about a subject, they should use a foreign language, especially English to look for information.

2-In short , learning a foreign language opens up job opportunities, enlarges our knowledge and makes us open-minded.

3-For instance, job seekers should know English or Spanish if they want to have a respectable job.

4- Studying a foreign language broadens our horizons.

5- Finally, it helps us recognize that our way of viewing the world and doing things is not the only way.

6-First, it broadens our opportunities in careers.

7-So, our contacts will increase and our understanding and acceptance of other people's ideas and cultures will expand.

8-Second, it broadens our intellectual potential.

The topic sentence:……
Supporting detail1:……..
Supporting detail 2:……
Supporting example1:……
Supporting example2:……....
Conclusion:……..…

……..

Read the following sentences then write down:

1-For example, when students want to learn more about a subject, they should use a foreign language, especially English to look for information.

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8-Second, it broadens our intellectual potential.

The topic sentence:……
Supporting detail1:……..
Supporting detail 2:…….
Supporting example1:…….
Supporting example2:……....
Conclusion:……

BIOGRAPHY

"Famous people make history, so we need to know how they managed to do so".

Write a biography about a famous national or international scientist, sportsman, actor, artist, etc.
These elements are supposed to be found in a biography:

Dates ,places of birth and death / Education
Career / aims / achievements
Beliefs / personality / Reasons for fame

Introduction: ……..
Paragraph one: When and where was he/she born and die? **Ho did his/her education and milieu influence his/her outlook on life**
Paragraph Two: What did this person do in his/her professional life? **What were this person's plans in life?** **What did this person achieve?**
Paragraph Three: What did this person believe in? **What sort of person was he/she?** **Why do people still remember him or her?**
Conclusion:……..

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