



Course Title: English For Managers (Virtual Communication Approach)

Section Title: Imperative Form, Past Tense of To Be, Past Tense of Verbs

Lesson No: 005 Tags: Regular Verbs, Irregular Verbs

Imperative Form

فعل امر در زبان انگلیسی با قراردادن مصدر بدون to در ابتدای جمله ساخته می شود. برای مؤدبانه تر کردن فعل امر، در ابتدا یا انتهای جمله از کلمه Please به معنی «لطفاً» استفاده می شود:

Go please. = Please go. لطفاً برو / لطفاً بروید.

Send please. = Please send. لطفاً ارسال کن / ارسال کنید.

فعل نهی، در واقع شکل منفی فعل امر است که با اضافه کردن Don't قبل از فعل امر ساخته می شود.

Don't run please. = Please don't run. لطفاً ندو / لطفاً ندوید.

Don't speak please. = Please don't speak. لطفاً صحبت نکن / نکنید.

تمرین:

هر یک از جملات ذیل را ابتدا به صورت امری و سپس به صورت نهی (شکل منفی امری) طبق مثال تبدیل نمایید.

1 (Lend) me a pencil.

e.g. Lend me a pencil.

e.g. Don't lend me a pencil.

P.

N.

5 (Tell) her about it.

P.

N.

7 (Turn) off the light.

P.

N.

2 (Give) this to John.

e.g. Give this to John.

e.g. Don't give this to John.

P.

N.

6 (Let) him talk with her.

P.

N.

8 (Buy) a newspaper.

P.

N.



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9 (Drop) this in the mailbox.

P.

N.

11 (Come) in.

P.

N.

13 (Stand) up.

P.

N.

15 (Pick) George up at school.

P.

N.

10 (Leave) your hat on the chair.

P.

N.

12 (Go) out.

P.

N.

14 (Answer) the phone.

P.

N.

16 (Prepare) your homework on time.

P.

N.

تمرین:

با اضافه نمودن کلمه please به ابتدا یا انتهای جملات ذیل آنها تَن جملات را محترمانه تر و مؤدبانه تر نمایید.

1 Wait outside.

P.

3 Hang up your coat on the rack.

P.

5 Don't let anyone know about this.

P.

7 Call me later.

P.

9 Don't leave your books here.

P.

11 Be on time for the meeting.

P.

2 Don't say anything to her about it.

P.

4 Help him with his homework.

P.

6 Don't sit here.

P.

8 Don't disturb him now.

P.

10 Don't put your feet up on the chair.

P.

12 Don't be late for lunch tomorrow.

P.



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To Be ---Past Tense

قبلا گفتیم که فعل to be در زمان حال به صورت am و is و are ظاهر می شود. در این درس خواهیم آموخت که برای بیان مفهوم «بودن» در زمان گذشته از فعل to be به شکل was و were استفاده می شود.

اول شخص مفرد	I	was	من بودم.
دوم شخص مفرد	You	were	تو بودی.
سوم شخص مفرد	He	was	او (مذکر) بود.
	She	was	او (مؤنث) بود.
	It	was	آن (حیوان/شیء) بود.
اول شخص جمع	We	were	ما بودیم.
دوم شخص جمع	You	were	شما بودید.
سوم شخص جمع	They	were	آنها بودند.

تمرین:

شکل صحیح فعل to be در زمان گذشته را در جملات زیر مطابق مثال وارد نموده و آنها را بازنویسی نمایید.

- 1 John not in school yesterday. 2 I busy all day yesterday.
- e.g. John *was* not in school yesterday. e.g. I *was* busy all day yesterday.
- 3 He and his brother sick. 4 We tired after our long walk.
-
- 5 The door of the office open. 6 But both windows closed.
-
- 7 Helen absent from school yesterday.
-
- 8 I in the same class as William last year.
-
- 9 We good friends for many years.
-



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10 The weather yesterday very warm.

.....

11 I hungry after so much exercise.

.....

12 There many students absent from class yesterday.

.....

13 John present at the lesson but I not.

.....

14 We pleased to receive your letter.

.....

15 The teacher not satisfied with my composition.

.....

16 The exercises in the last lesson easy.

.....

17 We not able to get in touch with Mr. Reese yesterday.

.....

18 The wind last night very strong.

.....

Regular Verbs – Past Tense

اکثر فعلها در زبان انگلیسی به افزودن ed به مصدر فعل، به حالت گذشته تبدیل می شوند. به این دسته از فعلها که طبق قاعده مذکور به گذشته تبدیل می شوند، افعال با قاعده (regular) گفته می شود.

Infinitive	Past Tense	Infinitive	Past Tense	Infinitive	Past Tense
to work	worked	to talk	talked	to listen	listened
to arrive	arrived	to watch	watched	to like	liked



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تمرین:

شکل صحیح زمان گذشته را برای افعال داخل پرانتز در جمله قرار دهید و آنها را بازنویسی نمایید.

- 1 We (work) in our garden all day yesterday.
.....
- 2 I (listen) to the radio until twelve o'clock last night.
.....
- 3 Helen and I (talk) by telephone yesterday.
.....
- 4 He always (want) to learn English.
.....
- 5 They (live) in France for many years.
.....
- 6 We (expect) to go to Europe in June.
.....
- 7 The meeting (last) about two hours.
.....
- 8 We (change) trains in California.
.....
- 9 We both (like) the movie last night very much.
.....
- 10 I (wait) almost two hours for Helen.
.....
- 11 They (paint) their house white.
.....
- 12 She (arrive) late for the lesson.
.....
- 13 We (watch) television until eleven o'clock last night.
.....
- 14 She (study) in our class last semester.
.....
- 15 I (mail) your letter on my way to work.
.....
- 16 We both (learn) how to swim many years ago.
.....



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تلفظ شکل گذشته افعال باقاعده:

توجه نمایید چنانچه فعل با قاعده به حروف t و یا d ختم گردد، هنگام اضافه کردن ed برای شکل گذشته، ed به عنوان یک بخش (Syllable) جدید در نظر گرفته می شود:

want wanted need needed

در صورتی که فعل با قاعده به حروف t و یا d ختم نشده باشد، ed اضافه شده، به عنوان یک بخش جدید تلفظ نمی شود:

burn burned work worked

تمرین:

افعال با قاعده ذیل را تلفظ کنید و مشخص کنید کدام یک با افزودن ed تعداد بخش بالاتری گرفته است.

pulled	used	phoned	called	failed
counted	raised	skated	shipped	helped
opened	looked	touched	listed	picked
mailed	raced	filled	saved	landed
fished	liked	charged	wasted	washed
handed	parted	turned	loved	dried
lasted	planned	served	showed	tried
closed	worked	boiled	pointed	studied
tested	planted	asked	lifted	needed
placed	climbed	stopped	jumped	rented
smoked	cried	ordered	moved	telephoned

Past Tense---Irregular Verbs

بسیاری از افعال در زبان انگلیسی وجود دارند که زمان گذشته آنها با افزودن ed به پایان فعل ساخته نمی شود. زمان گذشته این افعال که «افعال بی قاعده» نامیده می شوند، به طرُق دیگری ساخته می شود که باید توسط زبان آموزان حفظ شود. لیست کامل افعال بی قاعده در پایان اکثر دیکشنری ها و کتابهای آموزش زبان انگلیسی و همچنین در پایان همین درس جهت استفاده زبان آموزان ارایه شده است.



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تمرین:

شکل گذشته افعال داخل پرانتز را در جملات قرار داده و آنها را بازنویسی نمایید.

- 1 Mr. and Mrs. Price (come) to visit us last night.
.....
- 2 They (tell) us about their plans for their new home.
.....
- 3 The weather was warm so we (sit) on the balcony.
.....
- 4 I (put) your hat and coat yesterday.
.....
- 5 The meeting last night (begin) at eight and ended at ten.
.....
- 6 I stayed home last night and (write) several letters.
.....
- 7 I (see) Helen on the street yesterday afternoon.
.....
- 8 This book (cost) two dollars.
.....
- 9 I (have) my lunch at the cafeteria at noon.
.....
- 10 The man (drink) a lot of wine at the party last night.
.....
- 11 I (give) John your message last night and (tell) him my ideas on the subject.
.....
- 12 Mr. Reese finally (sell) his old house.
.....
- 13 I (hear) the President speak on television this morning.
.....



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14 My father (know) Mr. Evans well even before he (come) to live in this town.

.....

15 Helen (feel) very well yesterday but today she feels sick again.

.....

16 We (go) to park yesterday and (get) wet when it rained.

.....

17 I (read) that novel several years ago.

.....

18 I (do) my homework last night.

.....

19 My mum (cut) her finger when peeling the potatoes.

.....

20 She (draw) a very beautiful painting and (send) it for my birthday.

.....

فایل ضبط شده ویدئویی درس به همراه نسخه PDF تمرین ها، حداکثر ۱۲ ساعت پس از برگزاری این جلسه بر روی کانال تلگرامی زبانکده به آدرس @zabankadeh1 در دسترس زبان آموزان محترم قرار خواهد گرفت.

موفق باشید.