



Course Title: English For Managers (Virtual Communication Approach)

Section Title: Contractions, The Definite Article

Lesson No: 015 Tags: Contracted Form, Full Form, Articles

## Contractions

شکل مخفف (Contracted Form) در زبان انگلیسی کاربرد وسیعی دارد؛ در بسیاری از مکالمات روزمره فعل و فاعل و یا قید منفی کننده not به اشکال گوناگون با هم ترکیب شده و حالت مخفف شده ای را تشکیل می دهند:

فاعل / ضمیر فاعلی	فعل to be	=	Contracted Form
I	am	=	I'm
You	are	=	You're
He	is	=	He's
She	is	=	She's
It	is	=	It's
We	are	=	We're
You	are	=	You're
They	are	=	They're

گاهی اوقات اسم ظاهر یا قیود نیز با فعل is به شکل زیر مخفف می شود:

فاعل	فعل to be	=	Contracted Form
John	is	=	John's
Someone	is	=	Someone's
The man	is	=	The man's
The lady	is	=	The lady's
The phone	is	=	The phone's
Here	is	=	Here's

و یا فعل to be و قید not به شکل زیر با هم به کار می روند.

فعل to be	قید منفی	=	Contracted Form
am	not	=	am not*
is	not	=	isn't
are	not	=	aren't
was	not	=	wasn't
were	not	=	weren't

\* فعل am با قید not با هم مخفف نمی شوند.



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فعلهای کمکی do و does و did با قید not به شکل زیر مخفف می شوند:

فعل کمکی	قید منفی	=	Contracted Form
do	not	=	<b>don't</b>
does	not	=	<b>doesn't</b>
did	not	=	<b>didn't</b>

ضمایر فاعلی و یا گاهی اسمهای ظاهر با فعل مُدال will به شکل زیر مخفف می شوند:

فاعل / ضمیر فاعلی	مُدال will	=	Contracted Form
I	will	=	<b>I'll</b>
You	will	=	<b>You'll</b>
He	will	=	<b>He'll</b>
She	will	=	<b>She'll</b>
It	will	=	<b>It'll</b>
We	will	=	<b>We'll</b>
You	will	=	<b>You'll</b>
They	will	=	<b>They'll</b>
John	will	=	<b>John'll</b>
The baby	will	=	<b>The baby'll</b>
Betty	will	=	<b>Betty'll</b>

کلمه won't فرم مخفف شده فعل will با قید not می باشد.

فعل اصلی have (داشتن) و همچنین فعل های کمکی have و has که در ساختار زمان ماضی نقلی (حال کامل) به

کار می روند، به شکل زیر با ضمایر فاعلی یا اسم ظاهر مخفف می شوند:

فاعل / ضمیر فاعلی	فعل have	=	Contracted Form
I	have	=	<b>I've</b>
You	have	=	<b>You've</b>
He	has	=	<b>He's</b>
She	has	=	<b>She's</b>
It	has	=	<b>It's</b>
We	have	=	<b>We've</b>
You	have	=	<b>You've</b>
They	have	=	<b>They've</b>



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- 1 They do not speak English well.      2 He is not a good student.  
They *don't* speak English well.      .....
- 3 He does not appreciate your help.      4 You did not talk to the teacher.  
.....
- 5 I will not be back before six.      6 She is not studying English at present.  
.....
- 7 He did not come to the lesson yesterday.  
.....
- 8 They are not satisfied with their new apartment.  
.....
- 9 She does not spend much money on entertainment.  
.....
- 10 You are not the only person who feels that way about Melissa.  
.....
- 11 We were not pleased with the results of our examinations.  
.....
- 12 George was not at the meeting last night.  
.....
- 13 She and her husband do not get along well.  
.....
- 14 There were not many students absent from class today.  
.....
- 15 They will not leave for Europe before next month.  
.....
- 16 There are not any good shows on television tonight.  
.....



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تمرین: جملات زیر را با استفاده از شکل مخفف شده فعل و فاعل مطابق مثال بازنویسی نمایید.

1 She is a good student.

*She's* a good student.

2 I will be back before noon.

3 She is very busy.

4 It is raining hard.

5 We are old friends.

6 It is almost three o'clock.

7 We are coming next Friday.

8 It is just leaving the station now.

9 There is someone at the door.

10 He is a big boy for his age.

11 You are very kind to say that.

12 There is nothing to do now.

13 He will know the answer.

14 It will be winter soon.

15 They are waiting for us on the tenth floor.

16 She will surely finish the work today.

17 They are planning to leave next week.

18 You will lose my keys if you play with them.

19 They will remain in Europe all summer.

20 I am glad that you were able to come.

21 There is nothing we can do about it now.



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## The Definite Article

### حرف تعریف معین

حروف تعریف (Articles) کلماتی هستند که قبل از اسم قرار گرفته و وضعیت آن اسم را از نظر معرفه بودن یا نکره بودن نشان می دهند؛ قبلاً حروف تعریف نامعین (Indefinite Articles) را فرا گرفتیم.

حروف تعریف نامعین a و an هنگامی به کار می روند که هیچ شناخت یا زمینه قبلی در خصوص اسم وجود ندارد؛ در حالیکه حرف تعریف معین the قبل از کلماتی به کار می رود که قبلاً در مورد آنها صحبت شده و یا به شکلی برای شنونده آشنا و تعریف شده هستند.

A book is on the table. کتابی روی میز است.

The book that I am reading is on the table. کتابی که من در حال خواندن آن هستم روی میز است.

**تمرین:** با استفاده از رویکرد آموزش داده شده در فوق، حرف تعریف معین the و یا حروف تعریف نامعین a و an را در جاهای خالی قرار دهید.

- 1 ..... chair you are sitting in is very comfortable.  
*The* chair you are sitting in is very comfortable.
- 2 There is ..... pencil (no particular pencil) on the desk.
- 3 There is ..... customer (no particular customer) outside who wishes to see Mrs. Winston.
- 4 ..... customer whom Mr. Garp telephoned this morning is here now.
- 5 I want to find ..... good book (no particular book) to read tonight.
- 6 ..... book which I am reading now belongs to Jane.
- 7 ..... book which gave me the greatest pleasure was Les Miserables.
- 8 Reading ..... good book (any good book) is always a pleasure for me.
- 9 Do you have ..... cigarette? (no particular cigarette)
- 10 ..... cigarette which Judy is smoking has a strange odor.
- 11 I must buy ..... new briefcase. (At this point I have no particular briefcase in mind.)
- 12 ..... new briefcase which I bought yesterday is made of leather. (It is now a definite briefcase.)



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- 13** Pete bought ..... new hat yesterday in Macy's. (As yet no definite hat.)
- 14** ..... hat which Pete bought in Macy's yesterday (now a definite hat) arrived this afternoon.
- 15** I also bought ..... new hat in Macy's yesterday. (Though perhaps a definite hat to me, it is still not a definite hat to my listener.)

### نکته ها:

(۱) حرف تعریف معین (the) برای اسم های مفرد و جمع به صورت یکسان به کار می رود؛ در حالیکه حروف تعریف نامعین a و an فقط برای اسمهای مفرد به کار رفته و اگر اسم جمعی وجود داشته باشد که تعریف شده نباشد، برای آن هیچ حرف تعریفی به کار نمی رود. به این مثالها توجه کنید:

The book which is on the table belongs to me. کتاب روی میز متعلق به من است.

The books which are on the table belong to me. کتابهای روی میز متعلق به من هستند.

There is a book on the table. کتابی روی میز است.

There are books on the table. کتابهایی روی میز هستند.

(۲) هنگامیکه یک اسم یک مفهوم کلی کیفیت خاصی را بیان می کند برای آن از هیچگونه حرف تعریفی استفاده نمی شود:

Gold is an important metal. طلا یک فلز مهم است.

Honesty is the best policy. صداقت بهترین سیاست است.

در عین حال در همین مثال های فوق نیز اگر طلای معینی یا صداقت شخص خاصی مورد نظر باشد از حرف تعریف معین (the) استفاده می گردد.

The gold in this ring is very old. طلای [به کار رفته] در این حلقه خیلی قدیمی است.

The honesty of this man is above question. در صداقت این مرد شک نیست.

(۳) قبل از اسم های خاص یا اسامی اشخاص، کشورها، شهرها، خیابان ها و مکانهای معروف هیچ گونه حرف تعریفی استفاده نمی شود چراکه این کلمات خودشان برای اکثر شنوندگان معین و تعریف شده هستند.

I live in New York City on the corner of Broadway St.

I heard that Mr. Smith is going to Russia, England, and France.

توجه داشته باشید که اگر اسمهای خاص نیز به نحوی اسم دیگری را توصیف نمایند، قبل از آنها حرف تعریف استفاده می شود؛ به مثالهای ذیل توجه کنید:



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California is a beautiful State.

*The California wildfire* is spreading to other areas.

McDonald's is a very large multinational corporation.

*The McDonald's staff* are working in many countries.

(۴) قبل از نام رودخانه ها، دریاها، رشته کوهها، و کشورهایی که در اسم آنها یک صفت یا یک کلمه توصیفی دیگر به کار رفته باشد و آنها را از یک حالت کلی خارج نماید، حرف تعریف معین (the) به کار می رود:

The Mississippi River

the Alps Mountains

the Pacific Ocean

the United States

the Soviet Union

the Dominican Republic

(۵) هنگامی که اسمی، به وسیله 's' مالکیت و یا صفت ملکی معرفی می شود، نیاز به هیچگونه حرف تعریفی ندارد.

John's book

President Eisenhower's speech

his hat

my book

**تمرین:** جاهای خالی را در صورت نیاز با حرف تعریف مناسب تکمیل نمایید.

- 1 ..... fresh air is needed by all growing children.
- 2 ..... air in this room is not fresh.
- 3 ..... telephone rings very often in our office.
- 4 I always get on ..... bus at ..... same corner every morning.
- 5 Look! Lou is waving to us from across ..... street.
- 6 ..... some women from ..... Peru visited us.
- 7 ..... tea will not keep you awake at night.
- 8 However, ..... coffee seems to keep some people awake.
- 9 ..... tea in this pot is very weak.
- 10 ..... coffee which comes from Latin America is ..... best in ..... world.
- 11 ..... cotton is one of ..... most important products of ..... South.
- 12 The U.S. Constitution guarantees ..... right to free speech.
- 13 Some of ..... important products which we import from ..... India are ..... tea, ..... cotton, and ..... rice.
- 14 ..... copper is ..... good conductor of ..... electricity.



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- 15 Plenty of ..... rain and ..... sun are necessary for ..... raising of ..... cotton.
- 16 ..... sun is shining now, but part of ..... sky is still dark.
- 17 At times everyone must take ..... medicine.
- 18 ..... medicine which ..... doctor prescribed helped my cough.
- 19 He likes to study ..... history.
- 20 In that course, we study ..... history of all ..... western European countries.
- 21 ..... milk is my daughter's favorite drink.
- 22 I spilled ..... milk which was on the table.
- 23 When you go to the store, please buy some ..... milk.
- 24 We went to ..... Chicago this summer.
- 25 When you go to ..... Chicago, be sure to visit ..... Millennium Park.
- 26 She works in ..... building on ..... corner of ..... 5<sup>th</sup> Avenue and ..... 72<sup>nd</sup> Street.
- 27 ..... New York City is ..... largest city in ..... United States.
- 28 ..... traffic on ..... Madison Avenue is very heavy.
- 29 ..... Pittsburgh is ..... center of ..... steel industry of ..... Pennsylvania.
- 30 ..... Hudson River forms ..... boundary between ..... New York State and ..... New Jersey.
- 31 ..... Soviet Union is rich in ..... natural resources.
- 32 On our trip to ..... South America, we plan to stop off at ..... Haiti and ..... Dominican Republic.
- 33 ..... Great Wall of China is visible from outer space.
- 34 ..... rivers of .... eastern part of ... United States flow toward ... Atlantic Ocean.
- 35 ..... machines which we ordered from ..... Pittsburgh arrived this morning.
- 36 ..... distance from ..... Washington, D.C., to ..... Minneapolis is about one thousand miles.
- 37 ..... largest river in ..... Germany is ..... Rhine.
- 38 ..... Mexico City subways are very quiet.
- 39 ..... climate of ..... southern Italy is very warm.





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- 40 ..... chair on which you are sitting is uncomfortable.
- 41 ..... fire which destroyed ..... building started on ..... roof.
- 42 My family bought ..... new stove last week. It has ..... timer, ..... clock, and ..... light for ..... oven.
- 43 ..... boy took ..... his book and put it into ..... briefcase.
- 44 I enjoyed ..... speech by ..... Mr. Brown last night. He spoke about ..... life in ..... China.
- 45 We all had ..... good time at ..... dance last night.
- 46 ..... price of ..... gold is rising, but ..... price of ..... silver is falling.
- 47 Much of ..... silver which we use in ..... United States comes from ..... Montana.
- 48 ..... drinking water often varies in taste, according to locality. ..... drinking water in New York City is very good.
- 49 There are ..... several new magazines on ..... table in ..... hall.
- 50 We often go to ..... zoo and watch ..... animals.
- 51 ..... candidates for mayor spoke about ..... city's crime problem.
- 52 Please open ..... windows. ..... air in this room is not good.
- 53 They plan to visit ..... Russia this summer. I understand ..... Russian language is difficult to learn.
- 54 Mr. and Mrs. Ames are now traveling in ..... South America. They plan to visit ..... Venezuela, ..... Colombia, ..... Peru, and ..... Argentina.
- 55 They will arrive in ..... Philadelphia around ..... noon.
- 57 He graduated from ..... Columbia University.
- 58 ..... Columbia University campus is not very large.
- 59 Helen works as ..... secretary in ..... import and export department.
- 60 ..... weather today is very warm.

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