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New words: الإدارة *al-'idāra* Administration

1 **Essential vocabulary**

تسجيل	*tasjīl* registration	تأمين	*ta'mīn* insurance
حساب	*ḥisāb* account, invoice	جمرك	*jumruk* customs
دفع مدفوعات	*daf9 madfū9āt* payment	دائرة دوائر	*dā'ira dawā'ir* directorate
ضريبة ضرائب	*ḍarība ḍarā'ib* tax	رخصة رخص	*rukhṣa rukhaṣ* licence
قسم أقسام	*qism 'aqsām* department	عقد عقود	*9aqd 9uqūd* contract
نمرة نمر	*numra numar* number	ملفّ	*milaff* file
		اليوم	*al-yowm* today

Open *S116.wav*. **Read, listen and repeat** the Essential vocabulary.

Reference vocabulary

تربية	*tárbiya* education	اقتصاد	*iqtiṣād* economy
داخلية	*dākhilīya* Home Affairs	خارجية	*khārijīya* Foreign Affairs
زراعة	*zirā9a* agriculture	دفاع	*difā9* defence
مالية	*mālīya* { Finance, Financial Affairs	سياسة	*siyāsa* policy, politics
		نفط	*nafṭ* oil

Open *S117.wav*. **Read, listen and repeat** the Reference vocabulary.

Basic structures, 3: Construct

2 Read and write the two nouns

مكتب مكتب an office

المدير المدير the manager

Open *S118.wav*. **Read, listen and repeat**.

Now put these two together as they stand, and you have (**Read and write**):

مكتب المدير مكتب المدير *maktab al-mudīr* the manager's office

Open *S119.wav*. **Read, listen and repeat**.

Now **read and write:**

الشركة الشركة the company

Open *S120.wav*. **Read, listen and repeat**.

Now **read and write** 'the company office' or 'the company's office':

مكتب الشركة مكتب الشركة *maktab ash-sharika*

Open *S121.wav*. **Read, listen and repeat**.

Now **read and write** these expressions, which are exactly similar in form:

بيت المدير بيت المدير the manager's house

عقد العمّال عقد العمّال *(9aqd)* the workers' contract

شغل زميلي شغل زميلي my colleague's work

تسجيل السيّارات تسجيل السيّارات *(tasjīl)* car ('the cars') registration

طريق المطار طريق المطار *ṭarīq al-maṭār* the airport road

Open *S122.wav*. **Read, listen and repeat**.

Simply by putting two nouns together, with no other words at all, we create an association between them. The nature of this association is often possession, but not always.

This type of expression is our third basic structure; it is called a **construct**. The first noun is called the *theme*; the second noun is known as the *attribute*. The *theme* (مكتب in our first example) states what we are talking about; the *attribute* (المدير) qualifies it. Think of the word-order 'office of the manager' (or the French 'bureau du directeur').

We have to observe one simple rule to make a construct, namely: only the *attribute* can have a definite 'marker', i.e. either the article ...ال (Lessons 2 and 3) or a possessive ending (Lesson 9). The *theme* must remain indefinite in form; it is deemed to be made definite by the attribute.

Construct rule 1: In a construct, only the attribute can have the article or a possessive ending.

Now **read and write** a couple of constructs with a proper name as attribute:

مكتب أحمد مكتب أحمد *('aḥmad)* Ahmad's office

اقتصاد مصر اقتصاد مصر *(iqtiṣād)* the economy of Egypt

Open *S123.wav*. **Read, listen and repeat**.

These are also correct: the theme is indefinite in form, and the attribute, being a proper name, is definite by nature.

Exercise 1 Read aloud and translate the following nameplates, which are all in the form of a construct:

(a) قسم الحسابات

(b) مدخل الوزارة

(c) مدير المكتب

(d) قسم التسجيل

(e) استقبال الزوّار

(f) مكتب المدفوعات

Exercise 2 Put each pair into a construct. Read it aloud and translate it:

(a) مكتب، عقود (b) قسم، هندسة (c) تأمين، بيتي (d) شغل، وزارة

Exercise 3 Which way, right or left, to (a) Traffic Department, (b) Directorate of Taxes, (c) Car Registration, (d) Issue of Licences? Read each direction aloud:



The answers to these exercises follow paragraph 9 below.

When the theme of a construct ends in ة... , this is pronounced *-at*. In handwriting we always write the dots of ة in this use. **Read and write** 'ministry':

وزارة وزاره *wizāra*

Open *S124.wav*. **Read, listen and repeat**.

Now **read and write** 'Ministry of Labour', and note how the theme is handwritten and pronounced:

وزارة العمل وزارة العمل *wizārat al-9amal*

Open *S125.wav*. **Read, listen and repeat**.

Now **read and write** the same construct, but replacing 'Labour' with 'Economy', 'Foreign Affairs' and 'Agriculture':

وزارة الاقتصاد وزارة الاقتصاد *wizārat al-iqtiṣād* (Economy)
وزارة الخارجية وزارة الخارجيه *wizārat al-khārijīya* (Foreign Affairs)
وزارة الزراعة وزارة الزراعه *wizārat az-zirā9a* (Agriculture)

Open *S126.wav*. **Read, listen and repeat**.

You will notice from the last two examples that the pronunciation of ـة... (if there is one) on the *attribute* does not change. It remains *-a*.

Exercise 4 Write the name of each ministry. Read your answers aloud:
(a) Labour (b) Education (c) Defence (d) Agriculture (e) Industry
Exercise 5 Repeat Exercise 4, with 'Directorate' instead of 'Ministry'.
The answers to these exercises are given after paragraph 9 below.

3 Now **read and write** the following constructs:

مدير بنك مدير بنك *mudīr bank* a bank manager
موظف شركة موظف شركه *muwaẓẓaf sharika* a company employee
نمرة تلفون نمرة تلفون *numrat tilifōn* a telephone number

Open *S127.wav*. **Read, listen and repeat**.

Do you see the difference? The last noun, i.e. the attribute, is now indefinite, making the whole construct indefinite in meaning. Compare definite and indefinite constructs with identical original elements or terms. **Read and write:**

مدير البنك مدير البنك *mudīr al-bank* the bank manager
مدير بنك مدير بنك *mudīr bank* a bank manager

Open *S128.wav*. **Read, listen and repeat**.

Remember that only the last noun, the attribute, changes; not the first noun, i.e. the theme.
Indefinite constructs are less common than definite ones.

Construct rule 2: A construct is definite or indefinite according to whether its attribute is definite or indefinite.

Exercise 6 Make indefinite constructs with these pairs of nouns. Read aloud and translate your answers:
(a) رئيس، وزارة (b) مدير، شركة (c) نمرة، سيّارة (d) تسجيل، عقد
The answers to this exercise follow paragraph 9 below.

4 So much for constructs consisting of two nouns. We can also have constructs with more than two nouns. **Read and write:**

مكتب الضرائب والتسجيل *maktab aḍ-ḍarā'ib wa-t-tasjīl*
مكتب الضرائب والتجيل Tax ('Taxes') and Registration Office

نمرة أو اسم الملفّ *numrat 'ow ism al-milaff*

نمرة أو اسم الملف the number or name of the file

Open *S129.wav*. Read, listen and repeat.

We can call this type a *compound* construct. These examples have respectively one theme and two attributes (with both of the latter explicitly definite), or two themes and one attribute.

Here is another variant. **Read and write:**

نمرة تلفون المكتب *numrat tilifōn al-maktab*

نمرة تلفون المكتب the office telephone number

Open *S130.wav*. Read, listen and repeat.

We can call this one a *string* construct. Here we have theme, attribute/theme, attribute. The middle noun is both the attribute of the preceding theme and the theme of the following attribute. Each noun except the last attribute is indefinite in form, but made definite by association with what follows it.

In these two types, as in all constructs, the two construct rules given earlier still apply.

5 Arabic treats the construct as a unit. An adjective is not allowed to interrupt it. Any adjective must follow the whole construct, even if ambiguity results.

Read and write:

نمرة الشركة الجديدة نمرة الشركة الجديده *numrat ash-sharika l-jadīda*

the company's new number *or* the new company's number

Open *S131.wav*. Read, listen and repeat.

You will meet the construct, especially the definite two-noun variety (*maktab al-mudīr*, paragraph 2 above) countless times in notices, signs, newspaper headlines and the like.

6 In Lessons 3 and 11 we learned the important preposition ل *li* 'to', 'for'. ل can also mean 'of' in English, and it is often used to make expressions which have the same meaning as a construct, but avoiding the latter's grammatical constraints. With ل we can use the article, adjectives etc. just as we wish. **Read and write** these constructs, already familiar to you:

مدير البنك مدير البنك

نمرة الشركة نمرة الشركة

نمرة تلفون المكتب نمرة تلفون المكتب

نمرة الشركة الجديدة نمرة الشركة الجديده

Open *S132.wav*. Read, listen and repeat.

Now see them all re-expressed using ل, with greater grammatical freedom. **Read and write:**

المدير للبنك المدير للبنك *al-mudīr li-l-bank*

النمرة للشركة النمرة للشركة *an-numra li-sh-sharika*

نمرة التلفون للمكتب * نمرة التلفون للمكتب *numrat at-tilifōn li-l-maktab*

النمرة للشركة الجديدة ** النمرة للشركة الجديده *an-numra li-sh-sharika l-jadīda*

النمرة الجديدة للشركة ** النمرة الجديده للشركة *an-numra l-jadīda li-sh-sharika*

Open *S133.wav*. Read, listen and repeat.

* In this example we have a construct combined with a ل expression.

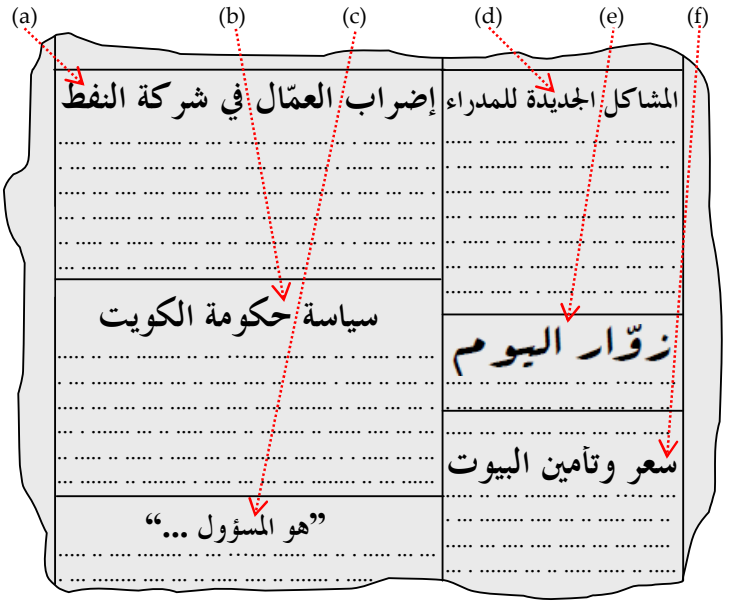
** Using ل in these two examples makes it clear what is new: the company or its number.

7 A dual or a masculine regular plural noun (7/1, 2) as theme of a (definite or indefinite) construct loses its final ن... . Examples:

Dual, indefinite:	مديرا شركة	*mudīrā́ sharika* two company directors
	مع مديري شركة	*ma9 mudīray sharika* with two company directors
Dual, definite:	مديرا الشركة	*mudīrá* sh-sharika* both the company directors
	مع مديري شركتنا	*ma9 mudīray sharikatna* with both our company directors
	في جامعتي المدينة	*fī jāmi9atay l-madīna* in the city's two universities
Reg. m. pl., indefinite:	ممثّلو بنك	*mumaththilū́ bank* bank representatives
	من ممثّلي بنك	*min mumaththilī́ bank* from bank representatives
Reg. m. pl., definite:	ممثّلو البنك	*mumaththilú* l-bank* the bank representatives
	حسب مفتّشي الوزارة	*ḥasab mufattishī́* l-wizāra* according to the Ministry inspectors

* A change occurs in the *pronunciation* of the theme in these definite constructs: since the long vowel ا\و\ي *(ā/ū/ī)* of the truncated theme is now final and stands before two consonants, it is pronounced short *(a/u/i)* (Final long vowel rule, 9/5); the stress of the word does not change.

Exercise 7 Read aloud and translate these newspaper report headings:



Which expressions are constructs? Definite? Indefinite?

Any compound or string constructs (paragraph 4 above)?

What are those expressions which are not constructs?

The answers are given on the next page.

Descriptions, Equations and Constructs

8 We have studied three basic structures. It may be useful to summarise and compare their commonest forms here, for clarity:

	First term	Second term	Example
Description (Lesson 9)	*noun:*	*adjective:*	
	definite	definite	المكتب الكبير the big office
	indefinite	indefinite	مكتب كبير a big office
Equation (Lesson 10)	*subject:*	*predicate:*	
	definite	indefinite	المكتب كبير. The office is big.
Construct	*theme:*	*attribute:*	
	indefinite in form	definite	مكتب المدير the manager's office
		indefinite	مكتب مدير a manager's office

و *wa-*

9 Our three basic structures have one important common characteristic. In an English expression listing more than two nouns or adjectives with equal functions, we use 'and' only once (before the last noun or adjective); we use a comma to separate the preceding nouns or adjectives. The corresponding Arabic expression repeats و *wa-* as shown below. Examine:

description: الصحافة المحلّية والوطنية والدولية (one noun + three adjectives) — *aṣ-ṣiḥāfa l-maḥallīya* ***wa****-l-waṭanīya* ***wa****-d-duwalīya* — the local, national and international press

equation: مصر والعراق ولبنان هي بلدان عربية. (three subjects + one predicate) — *miṣr* ***wa****-l-9irāq* ***wa****-lubnān hiya buldān 9arabīya.* — Egypt, Iraq and Lebanon are Arab countries.

compound construct: وزارات المالية والعمل والتجارة والتربية (one theme + four attributes) — *wizārāt al-mālīya* ***wa****-l-9amal* ***wa****-t-tijāra* ***wa****-t-tárbiya* — the Ministries of Finance, Labour, Trade and Education

Answers to Exercises

1 (a) *qism al-ḥisābāt* Accounts/Invoices Department
(b) *madkhal al-wizāra* Ministry Entrance (c) *mudīr al-maktab* Office Manager
(d) *qism at-tasjīl* Registration Department (e) *istiqbāl az-zuwwār* Visitors' Reception
(f) *maktab al-madfū9āt* Payments Office
2 (a) مكتب العقود *maktab al-9uqūd* Contracts Office
(b) قسم الهندسة *qism al-handasa* Engineering Department
(c) تأمين بيتي *ta'mīn baytī* my house insurance
(d) شغل الوزارة *shughl al-wizāra* the ministry's work
3 (a) قسم المرور *qism al-murūr,* right (b) دائرة الضرائب *dā'irat aḍ-ḍarā'ib,* left
(c) يسجيل السيّارات *tasjīl as-sayyārāt,* left (d) إصدار الرخص *iṣdār ar-rukhaṣ,* right
4 (a) وزارة العمل *wizārat al-9amal*
(b) وزارة التربية\التعليم *wizārat at-tárbiya/at-ta9līm* (c) وزارة الدفاع *wizārat ad-difā9*
(d) وزارة الزراعة *wizārat az-zirā9a* (e) وزارة الصناعة *wizārat aṣ-ṣinā9a*
5 (a) دائرة العمل *dā'irat al-9amal* (b) دائرة التربية\التعليم *dā'irat at-tárbiya/at-ta9līm*
(c) دائرة الدفاع *dā'irat ad-difā9* (d) دائرة الزراعة *dā'irat az-zirā9a*
(e) دائرة الصناعة *dā'irat aṣ-ṣinā9a*
6 (a) رئيس وزارة *ra'īs wizāra* head of a ministry
(b) مدير شركة *mudīr sharika* a company manager
(c) نمرة سيّارة *numrat sayyāra* a car number
(d) تسجيل عقد *tasjīl 9aqd* registration of a contract
7 (a) *'iḍrāb al-9ummāl fī sharikat an-nafṭ* Workers' Strike in ('the') Oil Company, two definite constructs connected with *fī*.
(b) *siyāsat ḥukūmat al-kuwayt* Kuwait Government Policy, definite string construct.
(c) *huwa l-mas'ūl* He is the one responsible, not a construct but an equation with a definite predicate.
(d) *al-mashākil al-jadīda li-l-mudarā'* ('The') Managers' New Problems, not a construct but a definite description, and an expression with ل.
(e) *zuwwār al-yowm* Today's Visitors, definite construct.
(f) *si9r wa ta'mīn al-buyūt* Price and Insurance of ('the') Houses, definite compound construct.

Tests

1 Make as many meaningful constructs as possible, with your theme from list (a) to (e) below, and your attribute from list (f) to (k). Read each construct aloud and translate it. Is it definite or

indefinite?

themes: (a) وزارة (b) مدير (c) مكتب (d) دائرة (e) موظّفون

attributes: (f) الشركة (g) التجارة (h) الجمرك (j) الخارجية (k) زميل

2 Fill in the missing letter. Read your answer aloud:

(a) بـدراء.. (b) تقر...ر (c) ا...تظار (d) إضـ...اب (e) مسـ...ول

3 Recast these constructs as expressions with ل . Read your answer aloud and translate it:

(a) تأمين البيت الجديد (b) سيّارة زميلي المصري (c) مشاكل القسم الإداري

(d) في مكتب الجمرك (e) شركة تأمين

4 Make these expressions plural. Read out and translate your answer:

(a) مشكله كبيرة (b) زميل أجنبي (c) مدير وموظّف (d) عامل عربي

(e) مأمور مصري

Summing up (important, please read)

You are now equipped with a total vocabulary of more than 400 words, and three very important structures. You have the knowledge to copy an unknown word or phrase accurately and look it up in a dictionary (see Lesson 6/5). Don't be shy about your pronunciation; bear in mind the instructions and audio examples given in this book (the Vocabulary list in Chapter 17 will show you where to find the word you want). Listen also to what you hear around you, and try to imitate it. Speak up. You learn by doing.

Before opening the demonstration ***Writing Arabic.pps*** to follow again the eighteen animated examples of handwriting, please note that when the thick red arrow appears on the screen, you should click or press the right arrow key ***once only*** to summon the next frame. The first few frames will remind you.

Open *Writing Arabic.pps* now, and follow the handwriting.

Are you still writing correctly, or has something slipped as you progressed to this point? Revision is always a useful (and sometimes sobering) discipline, in any form of study.

We now move on to the numbers, the time and the date in Lesson 13.

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