

CONNECTORS

Read the following sentences

1. She came to me *and* spoke against her tenant.
2. Choose a watch *or* a clock.
3. It was a case of a miser *and* his money.
4. Did you know *that* she was a player?
5. He will pass *if* he works hard.
6. I cannot see *how* she can win.

All the italicised words are called *Conjunctions* because they *join together* words and sometimes sentences.

In sentences 1 and 2, the Conjunctions *and* and *or* join together the clauses that are independent of each other, i.e., are of *equal rank*. Such Conjunctions are called **Co-ordinating Conjunctions**.

NOTE : The sentence 2 means 'Choose a watch' or 'choose a clock' (two clauses).

In sentences 4, 5 and 6, the Conjunctions *that*, *if*, and *how* join clauses of *unequal* rank. One is the main or independent clause, the other is a clause depending on or limiting the main clause. Such Conjunctions are called **Subordinating Conjunctions**.

I. Co-ordinating Conjunctions

Co-ordinating Conjunctions are of four kinds

1. **Cumulative or Copulative** — By these Conjunctions one statement or fact is simply *added* to another, as,
And — Trust in God *and* do the right L
Both ... and — He was *both* fined *and* imprisoned.
As well as — He *as well as* his brother is, intelligent. **No less than** — He *no less than* his brother is guilty.
Not only ... but also — He was *not only* fined *but also* expelled.
2. **Alternative or Disjunctive** — By these Conjunctions an *alternative or choice* is offered between one statement and another; as,
Either ...or — *Either* he is mad *or* he feigns madness.
Neither ... nor — *Neither* a borrower *nor* a lender be.
Or — She must weep *or* she will die.
Otherwise, else — Work hard, *else (or otherwise)* you will not pass.
3. **Adversative** — These Conjunctions express *opposition* or *contrast* between two statements; as, **But** — He is slow *but* he is steady.
Still, yet — He is very rich, *still (or yet)* he is not contented.
Nevertheless — He had no chance of success; *nevertheless* he persevered.
Whereas, while — Wise men love virtue, *whereas (or while)* fools shun it.
Only — You may stay in the room, *only* make no noise.
4. **Illative** — By these Conjunctions one statement or fact is *inferred* or proved from another; as,
Therefore — He was found stealing; *and therefore* he was arrested.
So, Consequently — He did not work, *so (or consequently)* he failed.
For — He will pass, *for* he works very hard.

II. Subordinating Conjunctions

Subordinating Conjunctions can be classified as follows

- | | |
|--|--|
| <p>1. Time
 I would die <i>before I lied</i>.
 Many things have happened here <i>since</i> you left.
 Make hay <i>while</i> the sun shines.</p> <p>2. Cause or Reason
 I love her <i>because</i> she is beautiful.
 Let us go to bed <i>as</i> it is twelve.</p> <p>3. Result or Consequence
 She wept so much <i>that</i> she fell ill.</p> <p>4. Purpose
 We eat <i>that</i> we may live.
 Walk carefully <i>lest</i> you should fall.</p> <p>5. Condition
 I will dismiss you <i>if</i> you are late again.
 He ran <i>as if</i> he had been shot.</p> <p>6. Concession or Contrast
 A book is a book, <i>although</i> there is nothing in it.
 He is not contented <i>though</i> he is very rich.</p> <p>7. Comparison
 He is <i>as</i> clever <i>as</i> I [am].
 He likes me <i>no less than</i> you [he likes you].</p> | <p>Wait <i>till</i> (or <i>until</i>) I return.
 I returned home <i>after</i> the sun had set.</p> <p>I will go there <i>since</i> you desire it.</p> <p>He was so intelligent <i>that</i> he won the first prize.</p> <p>He works hard <i>that</i> he may pass.</p> <p>I agree to these terms <i>provided</i> you agree to mine.</p> <p>He is an honest man <i>although</i> he is poor.
 He will never pass, <i>however</i> hard he may try.</p> <p>I like her <i>as much as</i> you [I like you].
 He is more intelligent <i>than</i> you [are].</p> |
|--|--|

III. Correlative Conjunctions

Certain Conjunctions are often used in pairs; these are called **Correlative Conjunctions**. The commonest are :

- | | | |
|-----|--|---|
| 1. | Either ... or
He is <i>either</i> a rogue <i>or</i> a fool. | <i>Either</i> he is mistaken <i>or</i> his mother. |
| 2. | Neither ... nor
He was <i>neither</i> gay <i>nor</i> sad. | He is <i>neither</i> a rogue <i>nor</i> a fool. |
| 3. | Though ... yet
<i>Though</i> He slay me, <i>yet</i> I will trust in Him. | <i>Though</i> he is poor, <i>yet</i> he is contented. |
| 4. | Both ... and
He is <i>both</i> a poet <i>and</i> a philosopher. | We <i>both</i> loved <i>and</i> honoured her. |
| 5. | Such ... as
There is no <i>such</i> country <i>as</i> you mention. | She is not <i>such</i> a woman <i>as</i> you admire. |
| 6. | Such ... that
<i>Such</i> was his love for her <i>that</i> he sacrificed even his life for her sake. | |
| 7. | So, as ... as
He is not <i>so</i> rich <i>as</i> you think. | It is <i>as</i> clear <i>as</i> the sun. |
| 8. | As ... so
<i>As</i> you sow, <i>so</i> shall you reap. | <i>As</i> the child is <i>so</i> is the man. |
| 9. | So ... that
He was <i>so</i> tired <i>that</i> he could not walk any farther.
He was <i>so</i> honest <i>that</i> nothing would tempt him to take the bribe. | |
| 10. | Scarcely ... when
He had <i>scarcely</i> recovered from fever <i>when</i> he caught a bad cold.
He had <i>scarcely</i> reached the station <i>when</i> it began to rain. | |
| 11. | Not only ... but also
He is <i>not only</i> a priest <i>but also</i> a doctor.
<i>He</i> visited <i>not only</i> Mumbai <i>but also</i> Pune. | He is <i>not only</i> honest <i>but</i> sincere <i>also</i> .
<i>Not only</i> does he speak well <i>but</i> he writes well <i>also</i> . |
| 12. | No sooner ... than
<i>No sooner</i> did the bell ring <i>than</i> the boys left the class.
<i>No sooner</i> had she heard the news <i>than</i> - she started off.
<i>No sooner</i> does he arrive <i>than</i> he begins to work. | |

SOLVED EXERCISE

1. In the passage given below there is a sentence connector missing in each line. Find the missing word/words and write it.

Two suicide attackers were shot dead (a) they were carrying out their terrorist strike during the Republic Day celebrations. It was reported by the police that they were (b) from Pakistan (c) heavily armed with fatal ammunition. The police team. (d) had been trailing them tried to stop them. Ultimately in the exchange of fire, (e) followed the two men were shot. (f) bringing them to the hospital the, died on the way. Before dying one Farooq told (g) he was from Pakistan.

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|-------------------|---------|----------|--------------|
| (a) 1. while | 2. when | 3. as | 4. just a |
| (b) 1. also | 2. both | 3. two | 4. otherwise |
| (c) 1. as well as | 2. also | 3. and | 4. even |
| (d) 1. that | 2. as | 3. who | 4. which |
| (e) 1. between | 2. that | 3. who | 4. which |
| (f) 1. when | 2. as | 3. while | 4. just when |
| (g) 1. and | 2. but | 3. as | 4. that |

Ans. (a) while, (b) both, (c) and, (d) which, (e) that, (f) While, (g) that.

2. In the given passage there is a sentence connector missing in each line. Find the missing word/words and write it.

A XI class student from DPS, R. K. Puram, (a) became the youngest private to hold a licence in the country (b) his father owns a private Air Taxi Service. (c) the legally permissible age for enrolment is 16 (d) he covered all the evaluation phases. (e) he could not get the licence (f) he was not yet 17. So he flew back to US to obtain his records. His mother says (g) flying has been running in the family (h) long she has dreamt the same in the children as well.

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|-------------------|------------|------------|-------------|
| (a) 1. which | 2. that | 3. who | 4. whom |
| (b) 1. as well as | 2. and | 3. whereas | 4. while |
| (c) 1. just as | 2. as | 3. while | 4. Although |
| (d) 1. but/yet | 2. though | 3. and | 4. still |
| (e) 1. as | 2. However | 3. for | 4. because |
| (f) 1. which | 2. who | 3. because | 4. whose |
| (g) 1. because | 2. for | 3. as | 4. since |
| (h) 1. for | 2. since | 3. before | 4. ever |

Ans. (a) who, (b) and, (c) Although, (d) but/yet, (e) However, (f) because, (g) since, (h) since.

3. In the given passage there is a sentence connector missing in each line. Find the missing word/words and write it.

Europe had produced imperialism militarism, imperialism (a) militarism (b) liberty, justice and the spirit of scientific inquiry. In this respect Tagore argued (c) Indians must resist the former (d) try to retain the latter. He put it beautifully in nationalism. There is one safety upon which we count (e) that is, that we can claim Europe herself. (f) our ally. This shows that Indian is (g) inclusive and open minded.

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|--------------|-------------|---------------|-----------------|
| (a) 1. and | 2. but | 3. also | 4. but also |
| (b) 1. and | 2. but also | 3. though | 4. yet |
| (c) 1. why | 2. how | 3. that | 4. whereas |
| (d) 1. or | 2. where | 3. but | 4. and |
| (e) 1. still | 2. and | 3. yet | 4. whereby |
| (f) 1. since | 2. for | 3. as | 4. because |
| (g) 1. both | 2. also | 3. as well as | 4. nevertheless |

Ans. (a) and, (b) but also, (c) that, (d) and, (e) and, (f) as, (g) both.

4. The following passage has not been edited. There are blanks concerning the use of sentence connector. Fill in the blanks using correct linker.

To keep a check (a) control over the shortage of essential commodities, the government has adopted strict measures. Moving vehicles with vegetables (b) pulses are there to sell items at the specified prices. Even then there are people (c) hoard the grain and other goods. (d) to have a proper record. Their shops are surveyed daily. To maintain demand and supply, pulses (e) are essential for us, have been imported. Though this process takes sometime (f) the public is not contented. Until and (g) we do concerted effects, nothing can be attained.

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|-------------------|-----------------|---------------|--------------|
| (a) 1. for | 2. and | 3. as well as | 4. as |
| (b) 1. as well as | 2. both | 3. not only | 4. just as |
| (c) 1. that | 2. which | 3. who | 4. as |
| (d) 1. just as | 2. be,;ause | 3. only | 4. just |
| (e) 1. as | 2. which | 3. who | 4. whom |
| (f) 1. still | 2. nevertheless | 3. yet | 4. therefore |
| (g) 1. till | 2. unless | 3. then | 4. since |

Ans. (a) and, (b) as well as, (c) who, (d) just, (e) which, (f) yet, (g) unless.

5. The following passage has not been edited. There are blanks concerning the use of sentence connector. Fill in the blanks using correct linker.

Driving a car on the congested road is both challenging (a) risky. (b) driving, the driver is supposed to be much cautious and need to obey the traffic rules. (c) much the congestion may occur, the driver does his work skilfully. He thinks for all (d) are passing over the road. (e) the people have no peace of mind, they disobey all the norms and (f) meet the fatal accidents. It is in our own interest to save ourselves (g) the dictum goes 'safety saves.'

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|------------------|--------------|------------|-------------|
| (a) 1. also | 2. and | 3. even | 4. yet |
| (b) 1. While | 2. When | 3. Whereas | 4. Whereby |
| (c) 1. Howsoever | 2. Whichever | 3. However | 4. Whatever |
| (d) 1. whom | 2. whose | 3. that | 4. who |
| (e) 1. Since | 2. Therefore | 3. Thereof | 4. So |
| (f) 1. therefore | 2. that | 3. so | 4. such |
| (g) 1. however | 2. since | 3. as | 4. because |

Ans. (a) and, (b) While, (c) However, (d) who, (e) Since, (f) so, (g) because.

6. The following passage has not been edited. There are blanks concerning the use of sentence connector. Fill in the blanks using correct linker.

It is said (a) corruption has become a major problem in India. From top to bottom (b) lowest to the highest ranking position, men are interested in fulfilling their selfish ends. They have, (c) lost the feeling of national (d) individual moral character. We all know that the educators play a significant role in the national development. (e) and (f) they are highly esteemed personalities, we cannot expect improvement in any case. It is the educator (g) shapes the future destiny of the nation.

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|------------------|----------|---------------|------------|
| (a) 1. as | 2. that | 3. so | 4. because |
| (b) 1. though | 2. but | 3. with | 4. and |
| (c) 1. therefore | 2. as | 3. since | 4. because |
| (d) 1. also | 2. and | 3. as well as | 4. but |
| (e) 1. till | 2. until | 3. unless | 4. since |
| (f) 1. unless | 2. until | 3. till | 4. where |
| (g) 1. whom | 2. that | 3. who | 4. which |

Ans. (a) that, (b) and, (c) therefore, (d) as well as, (e) until, (f) unless, (g) who

PRACTICE EXERCISE

1. Given below are a few sentence connectors. Write the correct answer from the choices given below.

He went to college today (a) he wasn't feeling very well. He always stands first in the class (b) his friends never fare well in studies as they are lazy. (c) they are rich, (d) he has to take tuition to make both ends meet. He is determined to fulfil his goals (e) of the hurdles he has to face. He has the right attitude. (f) he is intelligent, he is sure to succeed one day.

- (a) (i) even though (ii) yet (iii) but
 (b) (i) while (ii) when (iii) where
 (c) (i) However, (ii) Whenever (iii) Whoever
 (d) (i) whereas (ii) wherein (iii) whenever
 (e) (i) in spite (ii) despite (iii) most
 (f) (i) What's more, (ii) Moreover (iii) Because

2. Match the clauses given under box A with those of box C by using appropriate sentence connectors as under box B.

A	B	C
(a) (i) Run fast	(i) if	(i) it rains.
(b) (ii) Wait	(ii) else	(ii) I return.
(c) (iii) Give me something to eat	(iii) other wise	(iii) you will miss the bus.
(d) (iv) We shall cancel the programme	(iv) until	(iv) I'll die of hunger.
(e) (v) I shall go	(v) whether	(v) I get the tickets or not.

	A	B	C
(a) (i)	(i)	(ii)	(iii)
(ii)	(i)	(iii)	(iv)
(iii)	(i)	(v)	(i)
(iv)	(i)	(iv)	(ii)
(b) (i)	(ii)	(iii)	(i)
(ii)	(ii)	(iv)	(i)
(ii)	(ii)	(ii)	(iii)
(ii)	(ii)	(i)	(iv)
(c) (i)	(iii)	(i)	(ii)
(ii)	(iii)	(ii)	(iii)
(iii)	(iii)	(iii)	(iv)
(iii)	(iii)	(iv)	(i)
(d) (i)	(iv)	(ii)	(iii)
(ii)	(iv)	(i)	(ii)
(iii)	(iv)	(iii)	(iv)
(iv)	(iv)	(i)	(i)
(e) (i)	(v)	(ii)	(iii)
(ii)	(v)	(iii)	(ii)
(iii)	(v)	(iv)	(i)
(v)	(v)	(v)	(v)

3. Give below hobbies and interests of three sisters. After studying the table, fill in the blanks In the paragraph below with one suitable word in each blank from the choices given below.

	Drive	Dance	Cook	Swim
Sunita	Π	X	Π	Π
Megha	Π	Π	X	Π
Reema	Π	Π	X	X

Sunita, Megha and Reema are three sisters,

(a) their interests and hobbies are quite different. (b) Sunita is good at cooking, (c) of her sisters can cook. (d) Sunita (e) Megha can swim but Reema can't. (f) all three of them can drive. As for their other hobbies Sunita can't dance (g) of her sisters can dance, however, (h) may be the difference in their hobbies, they are all very talented.

- (a) (i) but (ii) and (iii) or
- (b) (i) When (ii) While (iii) Though
- (c) (i) all (ii) none (iii) one
- (d) (i) Both (ii) While (iii) Neither
- (e) (i) or (ii) and (iii) nor
- (f) (i) However (ii) Whenever (iii) But
- (g) (i) While both (ii) However both (iii) When both
- (h) (i) there (ii) their (iii) whatever

THE PASSIVE

A Transitive Verb can be used both in Active and Passive Voice.

1. Gita **has drawn** a beautiful picture. (Active voice)
2. A beautiful picture **has been drawn** by Gita. (Passive voice)

Both the sentences have the same meaning.

In sentence 1, the subject **Gita** is the doer of the action (has drawn). In sentence 2, the subject a **beautiful picture** is the receiver of the action (has been drawn).

When the **subject** of a Verb does the action, the **Verb** is in the **Active Voice**.

When the **subject** of a Verb does not act but receives or suffers the action, the **Verb** is said to be in the **Passive Voice**. The Verb **has been drawn** is Passive.

An **Intransitive Verb** cannot be used in the **Passive Voice**, unless it has a cognate object.

Active – He dreams.

The above sentence cannot be changed to passive voice as it does not have any object.

Active – He dreams a dream. (dream, a cognate object).

Passive – A dream is dreamt by him.

Active – He runs. He sleeps.

These sentences cannot be changed to Passive as they have no objects.

Active – He runs a race. (race, a cognate object).

Passive – A race is run by him.

Active – She will always help you (you, a cognate object)

Passive – You will always be helped by her.

It is usual to express actions in the Active Voice. But the Passive Voice is used when the object of the Active Voice is

- (i) unimportant
- (ii) unknown
- (iii) vague (people, they, someone etc.)

The following sentences will help you to understand.

- (i) Flowers are stolen. (We do not know who stole the flowers.)
- (ii) Food packets were distributed among the flood victims. (We are more interested in the work.)

Sometimes a Transitive Verb may have two objects. In this case we can make two kinds of Passive sentences.

They gave him a story book. (Active Voice)

He was given a story book by them.	}	Passive voice.
A story book was given to him by them.		

Generally the following verbs have two objects.

give, pay, offer, ask, show, tell, teach

Below are given tables showing how Active Voice are changed into Passive Voice in different forms of the three tenses.

Simple (Indefinite) Tense		
Tense	Active Voice	Passive Voice
Present	I read a book.	A book is read by me.
Past	I read a book.	A book was read by me.
Future	I shall read a book.	A book will be read by me.
Continuous Tense		
Tense	Active Voice	Passive Voice
Present	I am reading a book.	A book is being read by me.
Past	I was reading a book.	A book was being read by me.
Future	I will be reading a letter.	cannot be changed.
Perfect Tense		
Tense	Active Voice	Passive Voice
Present	I have read a book.	A book has been read by me.
Past	I had read a book.	A book had been read by me.
Future	I shall have read a book before evening.	A book will have been read by me before evening.

Note : Verbs in the Perfect Continuous Tenses cannot be changed into Passive Voice.

Now let us remember the steps involved in Changing Active to Passive Voice.

1. *The object of the Active Voice becomes the subject of the Passive Voice.*
2. *The subject of the Active Voice becomes the object of the Passive Voice after by.*
3. *The main Verb changes to Past Participle preceded by an auxiliary verb.*
4. *The Verb changes according to the number and person of the new subject.*

Examples of conversion from Active to Passive in different forms of tenses.-

Simple Present

Active : Children **love** toys.

Active : Do girls buy clothes?

Passive : Toys are **loved** by children.

Passive : Are clothes **bought** by girls?

Present Continuous

Active : The boys **are plucking** the fruits.

Active : Is the farmer **ploughing** the field?

Passive : Fruits **are being plucked** by the boys.

Passive : Is the field **being ploughed** by the farmer?

Present Perfect

Active : The girls **have eaten** all the pastries.

Active : **Has** Seeta **written** this letter?

Passive : All the pastries **have been eaten** by the girls.

Passive : **Has** this letter **been written** by Seeta?

Simple Past

Active : The mad dog bit the boy.

Active : **Did** Ram **tell** the truth?

Passive : The boy was **bitten** by the mad dog.

Passive : **Was** the truth **told** by Ram?

Past Continuous

Active : Our brave jawans **were defending** the country.

Passive : Our country was **being defended** by our brave jawans.

Active : **Was** Meena, **arranging** the flowers?

Passive : **Were** the flowers **being arranged** by Meena?

Past Perfect

Active : The boys **had eaten** all the cakes before the guests arrived.

Passive : All the cakes **had been eaten** before the guests arrived.

Simple Future

Active : Prateek will never **hurt** you.

Active : **Shall** we **help** her?

Passive : You **will** never **be hurt** by Prateek.

Passive : Will she **be helped** by us.

Future Perfect

Active : The train **will have left** the station by 10 o'clock.

Passive : The station **will have been left** by the train by 10 o'clock.

INTERROGATIVES AND IMPERATIVES

If the sentence in the Active Voice is an Interrogative sentence, it remains Interrogative in Passive Voice as well.

The tense remains the same in both the voices.

Active – Does the grocer sell butter?

Passive – Is butter sold by the grocer?

Active – Has anyone watered the plants?,

Passive – Have the plants been watered by anyone?

Active – Who did this mischief?

Passive – By whom was this mischief done?

Sometimes the subject or the object is a long phrase. In this case, the whole phrase is to be used as a subject or an object.

Our newly appointed serious looking Principal called the naughty students of class IX to his office–Active Voice.

The naughty students of class IX were called to his office by our newly appointed, serious looking Principal – Passive voice

The Prepositional Objects in the Active Voice retain the Preposition in the Passive Voice as well.

She is listening to her teachers – (Active Voice.)

Her teachers are being listened to by her – (Passive Voice.)

The intelligent students laugh at the slow learners – (Active Voice.)

The slow learners are laughed at by the intelligent students – (Passive Voice.)

When there is an infinitive without '**to**' in the Active Voice, it becomes an Infinitive with 'to' in the Passive Voice.

We made him confess the guilt – (Active Voice.)

He was made to confess the guilt – (Passive Voice.)

Rules governing the transformation of Imperative sentences into Passive Voice.

You know that an Imperative sentence may be a **request**, **order** or a **suggestion**.

1. Requests starting with Please or Kindly

Please send us the parcel as early as possible — Active

The parcel may kindly be sent to us as early as possible — Passive

Kindly allow me to meet my son. (Active)

You are requested to allow me to meet my son. (Passive)

I may kindly be allowed to meet my son. (Passive)

See the position of **kindly** in the above sentence. It is placed between **may** and **be**.

2. Order

When a sentence expressing Order or Command is changed to Passive Voice, the Passive structure takes the following form.

Let + object + be + past participle.

When the Active Voice starts with **do not**, the **Passive Voice** takes this form.

Let not + object + be + past participle

(Note : **Not** can be placed **after** the object or after **be**)

Do not close the main gate. (Active)

Let not the main gate **be** closed. (Passive)

Do not kill the snake. (Active)

Let not the snake **be** killed. (Passive)

Do not disturb the animals and birds. (Active)

Let not the animals and birds **be** disturbed. (Passive)

Write an essay. (Active)

Let an essay **be written**. (Passive)

3. Advice or Suggestions

In this type of imperative sentences, the Verb expressing advice or suggestion becomes :

Should or must + be + past participle.

Eat nutritious food. (Active)

Nutritious food should **be eaten**. (Passive)

Passive Voice of Complex Sentences

While changing a complex sentence from Active to Passive Voice, students should see that both the clauses — the principal and the subordinate clauses — are changed into Passive Voice.

We know that he **has done** it. (Active)

We know that it **has been done** by him. (Passive)

Both the clauses are not changed into Passive. Only the subordinate clause is changed.

It **is known** that it **has been done** by him. (Passive)

Here both the clauses are transformed to Passive.

Passive Voice of Compound sentences

When a compound sentence is changed from Active to Passive voice, all the verbs are changed into Passive Voice.

EXERCISE

(With solutions)

1. Change the following Interrogative Sentences into Passive Voice.

(a) Which hotel did they select for the President?

Ans. Which hotel was selected by them for the President?

(b) Can she write this in Bengali?

Ans. Can it be written in Bengali by her?

(c) Where did you find the picture?

Ans. Where was the picture found by you?

(d) Have they informed the police?

Ans. Has the police been informed by them?

(e) Who has broken the rules?

Ans. By whom have the rules been broken?

2. Change the following Imperative Sentences into Passive Voice.

(a) Close all the doors and windows.

Ans. Let the door and windows be closed.

(b) Do not hate your brothers.

Ans. Let not your brother be hated by you.

(c) Call in the doctor.

Ans. Let the doctors be called in.

(d) Kindly grant him a day's leave.

Ans. Let a days leave be granted to him.

(e) Please change this rule.

Ans. Let the rules be changed.

3. Change into Passive Voice.

(a) I know that he has stolen my pen.

Ans. It is known to me that my pen has been stolen by him.

(b) They say that the police are helping the criminals.

Ans. It is said that the criminals are being helped by the police.

(c) They say that prices of goods will increase.

Ans. It is said by them that the prices of goods will be increased.

(d) They believe that there will be a disturbance soon.

Ans. It is believed by them that a disturbance will soon occur.

(e) Report says that the company is losing its good will.

Ans. It is said according to a report that its good will is being lost by the company.

SOLVED EXERCISE

1. Fill in the blanks using appropriate passive voice form of the verbs given in brackets.

The Delhite (a) (present) the gift of the century in the form of Delhi Metro. The commonest problems of the transport (b) (solve) to an extent by the metro. The Govt. (c) (appreciate) for its efforts. The Delhi Metro (d) (expand) to a larger area now.

(a) 1. has been. presented

(c) 1. has been appreciated

2. had been presented

2. had been appreciated

3. is being presented

3. was appreciated

4. have been presented

4. is being appreciated

(b) 1. has been solved

(d) 1. was expanded

2. is solved

2. has been expanded

3. was solved

3. is expanded

4. had been solved

4. had been expanded

Ans. (a) have been presented, (b) is solved, (c) has been appreciated, (d) is expanded.

2. Fill in the blanks using the appropriate passive voice form of the given verbs :

Result of the elections (a) (declare) tomorrow. The fate of the contestants (b) (decide). The winners (c) (applaud) by all while the losers (d) (leave) to find where they went wrong.

(a) 1. was declared

(b) 1. was decided

2. is declared

2. will be decided

3. has been declared

3. had been decided

4. will be declared

4. is decided

(c) 1. was applauded

(d) 1. will be left

2. had beed applauded

2. will have been left

3. will be applauded

3. was left

4. is applauded

4. had been left

Ans. (a) will be declared, (b) will be decided, (c) will be applauded, (d) will be left.

3. Read the recipe given below for making "Bread Upma". Then complete the description option that follows, choosing from the given options.

Cut 3 pieces of bread into small pieces.
Chop 2 small tomatoes, 1 medium onion and coriander leaves.
Heat oil in pan and fry onions and chopped tomatoes.
Stir and add salt, pepper and red chilli powder.
Lower the heat and add pieces of bread.
Turn the mixture and allow it to soak. Sprinkle coriander leaves, and serve hot.

For making Bread Upma, three slices of bread (a) [(i) be cut (ii) should be cut (iii) was cut (iv) must be cut]. Then 2 tomatoes (b) [(i) are chopped (ii) were chopped (iii) should be chopped (iv) will be chopped] along with onion and coriander leaves. Oil is then (c) [(i) heated (ii) should be heated (iii) was heated (iv) could be heated] in a pan and onion (d) [(i) is fried (ii) was fried (iii) should be fried (iv) fried] with tomatoes. Mixture (e) [(i) should be stirred (ii) stirred (iii) was stirred (iv) could be stirred] and salt, pepper and red chilli is added. The heat (f) [(i) is low (ii) is lowered (iii) put low (iv) was lowered] and bread pieces are added. The mixture (g) [(i) is soaked (ii) allowed to be soaked (iii) soaked (iv) was soaked]. Later coriander leaves (h) [(i) are sprinkled (ii) were sprinkled (iii) is sprinkled (iv) would be sprinkled]. Upma is now ready (i) [(i) to be served (ii) for serve (iii) will be served (iv) for serving].

Ans (a) (ii) (b) (iii) (c) (i) (d) (i) (e) (i) (f) (ii) (g) (i) (h) (i) (i) (i)

4. Read the instructions given below to fill in the blanks accordingly.

How to be a Good Spectator

- (1) Welcome the players by clapping.
- (2) We should cheer the participants.
- (3) Don't indulge in shouting or passing negative comments.
- (4) Never try to distract the players.
- (5) Encourage the losing team also.
- (6) The spectators should maintain discipline.

The players (a) [(i) should be welcomed (ii) would be welcomed (iii) welcomed (iv) welcome] by clapping, when they enter the playground. The participants should be (b) [(i) cheered (ii) cheer (iii) cheering (iv) cheers] by the spectators. Negative comments mustn't (c) [(i) be given (ii) gave (iii) giving (iv) will be given]. When the players are playing a match, they should never be (d) [(i) distracted (ii) distract (iii) distracting (iv) distracts]. The spectators (e) [(i) could cheer (ii) should cheer (iii) must cheer (iv) can cheer] the losing team also. Most important duty of the spectators is that they should ensure that the discipline (f) [(i) is maintain (ii) is maintained (iii) was maintained (iv) would be maintained].

Ans. (a) (i) (b) (i) (c) (i) (d) (i) (e) (iii) (f) (ii)

5. Complete the following lines with passive form of verbs :

Vegetable oil (a) since very old times. No household can get on without it, for it (b) in cooking. Perfumes (c) from the oils of certain flowers. Soaps (d) from vegetable and animal oils.

- | | |
|-----------------------|-----------------------|
| (a) 1. is known | 2. was known |
| 3. will be known | 4. has been known |
| (b) 1. was used | 2. was being used |
| 3. had been used | 4. is used |
| (c) 1. were prepared | 2. will be prepared |
| 3. are prepared | 4. have been prepared |
| (d) 1. are being made | 2. are made |
| 3. have made | 4. have been made |

Ans. (a) has been known, (b) is used, (c) are prepared, (d) are made.

6. Fill in the blanks using the passive forms of the verbs :

A new legislation (a) in Parliament during next Budget session. The draft of the legislation (b) currently by the law ministry. Apparently, the government is in no hurry to push the Bill through as the controversial phrase regarding trust and religious institution (c) in obedience.

- | | |
|--------------------------|-------------------------|
| (a) 1. is introduced | 2. is being introduced |
| 3. will be introduced | 4. has been introduced |
| (b) 1. has been examined | 2. is examined |
| 3. was being examined | 4. is being examined |
| (c) 1. is being held | 2. have been held |
| 3. had been held | 4. will have been held. |

Ans. (a) will be introduced, (b) is being examined, (c) have been held.

7. Complete the following lines with passive form of verbs :

This is the third time that the introduction of the proposed legislature (a) Since the Bill (b) by Parliament in December last year, to which the president's assent (c) in January 1998.

- | | |
|---------------------|-----------------------|
| (a) 1. is postponed | 2. is being postponed |
| 3. was postponed | 4. has been postponed |
| (b) 1. passed | 2. is being passed |
| 3. was passed | 4. had been passed |
| (c) 1. was given | 2. has been given |
| 3. is given | 4. is being given |

Ans. (a) is being postponed, (b) was passed, (c) was given.

PRACTICE EXERCISE

1. On the basis of the public notices and messages given below complete the sentences that follow. Write your answers in the answer sheet against the correct blank numbers.

(a) NO ROOM AVAILABLE

There are no vacancies in the hotel as all the rooms have been

(b) NO SMOKING

Smoking inside the auditorium is strictly

(c) HOUSE FULL

All the tickets for the show have been

(d) FRAGILE

The box needs to be carefully as it contains breakable material.

(e) PLEASE QUEUE THE OTHER SIDE

You are to form a queue at the other side of the booking counter.

(f) BEWARE OF PICKPOCKETS

The public is against the pickpockets.

- | | | | |
|-------------------|------------------|-------------------|---------------|
| (a) (i) booked | (ii) occupied | (iii) taken | (iv) short |
| (b) (i) banned | (ii) prohibited | (iii) not allowed | (iv) stopped |
| (c) (i) sold out | (ii) distributed | (iii) booked | (iv) short |
| (d) (i) handled | (ii) carried | (iii) taken | (iv) kept |
| (e) (i) requested | (ii) ordered | (iii) instructed | (iv) directed |
| (i) to be beware | (ii) cautioned | (iii) alarmed | (iv) warned |

2. Look at the words and phrases below. Rearrange them to form meaningful sentences. Write each sentence in the blanks. The first one has been done as an example. Write your answers in the answer sheet and number them correctly.

Example :

The watermelon / thirst quenchers / in summers / is one of the best.

One of the best thirst quenchers in summers is the watermelon.

- (a) around / it is / 96 countries cultivated in the world
- (b) in Africa about 5000 years grown / ago it was / first
- (c) say that at the / it was grown / some researchers / same time in India
- (d) the travellers / across a desert / it was / when they / used by / travelled
- (e) the fruit / China and Japan / by the / was grown in / 10th century.
- (a) (i) It is cultivated in 96 countries around the world.
- (ii) It is cultivated around the world in 96 countries.
- (iii) In 96 countries it is cultivated around the world.
- (iv) Around the world it is cultivated in 96 countries.

- (b) (i) It was first grown in Africa about 500 years ago.
 (ii) About 500 years ago it was first grown in Africa.
 (iii) In Africa it was first grown about 500 years ago.
 (iv) In Africa about 500 years ago it was first grown.
- (c) (i) Some researchers say that it was grown in India at the same time.
 (ii) It was grown in India at the same time some researchers say that.
 (iii) In India it was grown at the same time some researchers say that.
 (iv) Some researchers say that at the same time it was grown in India.
- (d) (i) It was used by the travellers when they travelled across a desert.
 (ii) When they travelled across a desert it was used by the travellers.
 (iii) By the travellers it was used when they travelled across a desert.
 (iv) Across a desert it was used by the travellers when they travelled.
- (e) (i) In China and Japan, by the 10th century, the fruit was grown.
 (ii) By the 10th century, the fruit was grown in China and Japan.
 (iii) The fruit was grown in China and Japan by the 10th Century.
 (iv) The fruit was grown in China and Japan.

3. On the basis of the news headlines given below, complete the sentences that follow. Write your answers in the answer sheet against the correct blank numbers.

(a) FOUR HURT IN BLAST

Four persons when a gas cylinder in Sultanpur on Friday afternoon.

(b) 42 ROBBERY CASES CRACKED ; 4 HELD

A gang of robbers comprising four persons

by a team of police officials from the special staff.

They being involved in forty-two cases of robbery.

- (a) (i) were badly hurt, blasted
 (ii) hurt, was blasted
 (iii) got hurt, got blasted
 (iv) could be hurt, blasted
- (b) (i) arrested, were caught for
 (ii) was arrested, were held for
 (iii) caught, were arrested for
 (iv) found involved, were arrested for

REPORTED SPEECH

SUMMATIVE ASSESSMENT

You know –

1. What a Direct Speech is.
2. What an Indirect or Reported speech is.
3. What a Reporting verb is.

Tuhina said, "My brother is going to office."

In the above sentence, the actual words of the speaker are quoted within inverted commas. This is called Direct Speech. **Said** is the **Reporting Verb**.

When someone reports what the speaker (here Tuhina) says the sentence becomes —

Tuhina said that her brother was going to office.

This is called Indirect or Reported Speech.

When we transform a Direct speech into an Indirect speech the following changes are made —

1. The comma after the Reporting Verb is omitted.
2. A Subordinating Conjunction (that, if/whether) is placed after the Reporting Verb.
3. The inverted commas are withdrawn.
4. The Possessive Pronouns change according to the gender of the speaker (here my changes to her).
5. The verb changes (from is to was) because the Reporting Verb is in the Past Tense.

So when you transform Direct into Indirect speech you must change the Personal Pronouns, Tenses and the Adverbs denoting time and distance according to the following rules.

1. Rules for change of Pronouns and Possessive Adjectives

The pronouns of the Direct speech are changed in the followings ways

1. Direct — She says to me, "I am reading."

Indirect — She says to me that she is reading.

The pronouns of the first person (I, we, my, mine, me, us, our, ours) of the Direct Speech change according to the person of the subject of the reporting verb. This is why **I** changes to **she**.

2. Direct — You say to me, "You are reading."

Indirect — You say to me that I am reading.

The Pronouns of second person (you, your, yours) of the Direct speech change according to the person of the object of the Reporting Verb. This is why **you** changes to **I**.

3. Direct — You say to me, "He is reading."

Indirect — You say to me that he is reading.

The pronouns of the third person (he, him, his, she, her, hers) or any name remain unchanged. This is why **he** of the direct speech remains **he** in indirect speech as well.

2. Rules for Change of Tenses

- (i) If the reporting verb is a Present or Future Tense, the tense of the Verb in the reported speech is not changed at all.

Direct — She says, "Tuhina is a good girl."

Indirect — She says that Tuhina is a good girl.

Direct — He will say, "The story was interesting."

Indirect — He will say that the story was interesting.

- (ii) If the Reporting verb is a Past Tense, the Tense of the verb in the Reported Speech must be changed to Past Tense.

- (a) Simple Present **changes to**

Simple Past

Direct — Alok said, "I am fine."

Indirect — Alok said that he was fine.

- (b) Present Continuous **changes to**

Past Continuous

Direct — He said, "I am reading."

He said that he was reading.

- (c) Present Perfect **changes to**

Past Perfect

Direct — He said, "I have done my work."

He said that he had done his work.

- (d) Present Perfect Continuous **changes to**

Past Perfect Continuous

Direct — He said, "I have been reading for two hours." He said that he had been reading for two hours.

- (iii) The Simple Past Tense in the Reported Speech is usually changed to Past Perfect.

Direct — Anu said, "I **talked** to him after lunch."

Indirect — Anu said that she **had talked** to him after lunch.

Direct — Lata said, "Her father **reached** last night."

Indirect — Lata said that her father **had reached** the previous night.

- (iv) The Past Continuous Tense in the Reported Speech must be, changed to Past Perfect Continuous.

Direct — Joy said, "Sunil was reading."

Indirect — Joy said that Sunil **had been reading**.

Exception to Rule 2 (ii) — If the reported speech expresses some universal truth or habitual fact the Simple Present Tense in the reported speech does not change.

Direct — Our teacher said, "Man is mortal."

Indirect — Our teacher said that man is mortal.

Direct — Rita said, "I go to bed at 10 p.m."

Indirect — Rita said that she goes to bed at 10 p.m.

3. Rules for change of Adverbs or words denoting time or place

In the Reported Speech, the words expressing nearness are changed into words expressing **distance**.

Now	becomes	then
This	becomes	that
These	becomes	those
Here	becomes	there
Thus	becomes	so
Come	becomes	go
Today	becomes	that day
Tomorrow	becomes	the next day
Yesterday	becomes	the previous day
Last night	becomes	the previous night
Ago	becomes	before

Note that if the Reporting Verb is in the Present or Future tense, no change is necessary in the Adverbs of time or place.

Direct — Sudha says, "My father will go now."

Indirect — Sudha says that her father will go now.

Again, if the Direct Speech expresses a universal truth or a habitual fact or a statement still relevant, the tense in the Indirect Speech remains unchanged. We can change also if we choose to do so.

Direct — My father said, "Man is mortal."

Indirect — My father said that man is mortal.

Direct — "I know her address," said Rita.

Indirect — Rita said she knows / knew her address.

Keep in mind that now, this, here etc. refer to things present before the person during the delivery of the speech, so no change is made in the Reported speech.

Direct — My mother said, "I will speak **here**."

Indirect — My mother said that she would speak here.

The report is made at the same place. So **here** does not change into there.

Now we will learn how Direct Speech is changed to Indirect speech in different sentences – Assertive, Interrogative, Imperative and Exclamatory.

Assertive (statements)

Statements or assertions in the Indirect Speech are usually introduced by **that**.

Direct – He said, "I shall finish my work as quickly as possible."

Indirect – He said that he would finish his work as quickly as possible.

Direct – She said, "I have never seen such a lazy boy as you are."

Indirect – She said that she had never seen such a lazy boy as he was.

Direct – The teacher said, "The earth moves round the sun."

Indirect – The teacher said that the earth moves round the sun.

Direct – He said to me, "You are dull and lazy."

Indirect – He told me that I was dull and lazy.

EXERCISE

(with solutions)

1. Change the following into Indirect Speech.

(a) The policeman said to the thief, "I have caught you red-handed."

Ans. The policeman told the thief that he had caught him red-handed.

(b) The man said, "This is the most beautiful picture I have painted."

Ans. The man reflected that, that was the most beautiful picture painted by him.

(c) She told me, "You have made a serious mistake."

Ans. She told me that I had made a serious mistake.

(d) He said to us, "I advise you all to do your work regularly."

Ans. He advised us all to do our work regularly.

(e) The father said to his son, "Tapas, you are now a grown-up boy. Try to earn your living."

Ans. The father told his son Tapas that he was now a grown up boy and that he must try to earn his living.

(f) The traveller said to me, "Thank you."

Ans. The traveller thanked me.

(g) Bina said, "Our brother arrived yesterday."

Ans. Bina said that her brother had arrived the previous day.

(h) Soma said to me, "I am very sad to hear that you have lost your purse."

Ans. Soma said that she was very sad to hear that I have lost my purse.

(i) My friend wrote to me, "I will send you a good camera tomorrow."

Ans. My friend wrote to me that he / she would send a good camera for me the next day.

(j) My father said to me, "Take care of the household, I will be away from home for a week."

Ans. My father informed me he would be away from home for a week and asked me to take care of the household.

Interrogative (Questions)

1. When we report questions, the Indirect Speech is introduced by such verbs as: ask, enquire, demand, or some such verbs.
2. If the answer of the direct question is either, 'yes' or 'no' we have to use 'whether' or 'if' after such verbs.
3. The question mark is omitted in the Indirect Speech.

Direct - The traveller said to me, "Do you know the way to the station?"

Indirect - The traveller asked me if I knew the way to the station.

Direct - He said to her, "What are you doing?"

Indirect - He asked her **what she** was doing.

Direct - My mother said, "When will you come back?"

Indirect - My mother asked me **when I would** come back.

Direct - Soma said to me, "Why did you scold my sister?"

Indirect - Soma demanded of me why **I had** scolded her sister.

Direct - She said, "Hari, do you like tea or coffee?"

Indirect - She asked Hari **whether** he liked tea or coffee.

Imperative Sentence (Commands and Requests)

In reporting a command or request in the Indirect Speech —

- (i) The introductory verb is changed into request, beg, ask, implore, entreat, order, command, advise, threaten, forbid and propose.

All these verbs, excepting **propose**, need to be followed by an object.

- (ii) The verb in Reported Speech is put in the **infinitive**.

Direct — She said to me, "Give me your pen."

Indirect — She **asked** me to give her my pen.

Direct — "Don't disturb the class," the teacher said to Joy.

Indirect — The teacher **forbade** Joy to disturb the class.

Direct — Joy said to the teacher, "Kindly explain the topic."

Indirect — Joy **requested** the teacher to explain the topic.

Direct — "Be respectful to your parents," said the visitor to me.

Indirect — The visitor **advised** me to be respectful to my parents.

- (iii) When **let** in the Direct Speech conveys a proposal or suggestion, we may use **should** and change the Reporting Verb into **propose** or **suggest**.

Direct — He said to me, "Let us go for a walk."

Indirect — He proposed (suggested) to me that we should go for a walk.

But when **let** does not convey a proposal, it should be changed into **might** or **might be allowed**.

Direct — Jaba said, "Let me have a cold drink."

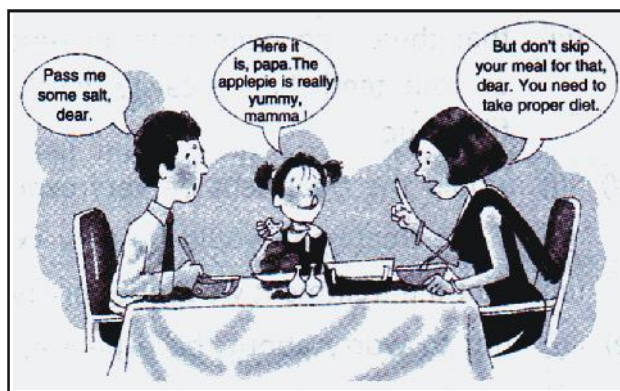
Indirect — Jaba wished that she might have a cold drink.

Direct — Sarita said to Vinita, "Let me do my work, please."

Indirect — Sarita requested Vinita that she might be allowed to do her work.

EXERCISE

1. Look at the picture given below and read the conversation among the family members at dinner. Then report it by completing the sentences that follow using appropriate expressions. Choose from the choices given below.



Speaking to his daughter affectionately, father asked her to (a) The daughter quickly passed the salt to him and praised her (b) But the mother told her (c) as (d) a proper diet.

- (a) (i) dear, please pass some salt.
 (ii) pass some salt.
 (iii) passed some salt.
- (b) (i) mother for the delicious apple pie.
 (ii) here it was papa the apple pie is really yummy.
 (iii) that apple pie was yummy.
- (c) (i) don't skip your meal.
 (ii) not to skip her meal.
 (iii) did not skip her meal.
- (d) (i) she need to take
 (ii) she will need to take
 (iii) she required

2. Read the following conversation and complete the paragraph that follows using the correct choice from the alternatives given below.

Employer : Why did you leave your previous job ?

Applicant : That didn't meet my requirement.

Employer : What salary do you expect here ?

Applicant : I am expecting Rs 5000 per month.

Employer : We can pay you just Rs 3000 per month.

An applicant went for an interview in an office. The employer asked him why he had left his previous job. The applicant replied that (a) The employer further enquired (b) The applicant told him (c) The employer concluded by saying (d)

- (a) (i) that didn't meet my requirement
- (ii) that had not met his requirement
- (iii) that do not meet his requirement
- (b) (i) what salary he expects there
- (ii) what salary do you expect from here
- (iii) what salary he expected from there
- (c) (i) I am expecting Rs 5000/- per month
- (ii) he was expecting Rs 5000/- per month
- (iii) he will expect Rs 5000/- per month
- (d) (i) I will pay you Rs 3000/- per month
- (ii) I can pay you Rs 3000/- per month
- (iii) he could pay him just Rs 3000/- per month

3. Read the following conversation carefully. Complete the report given below with suitable words and expressions based on the conversation from the choices given below.



During the meeting, one of the members asked the fellow members (a) The first colleague replied (b) He then inquired Mr Jones about his opinion of the same. Mr Jones expressed his doubts saying (c) The staff secretary then suggested that (d)

- (a) (i) what do you think about the company's plan for restructuring ?
- (ii) what they thought about the company's plans for restructuring.
- (iii) what do they think about the company's plan for restructuring ?
- (b) (i) well' the plans seem to be quite 'interesting'.
- (ii) that the plans seemed to be quite interesting,
- (iii) the plans seeming to be quite interesting.
- (c) (i) I have my doubts. The cost of implementation may be too high.
- (ii) that the cost of implementation may be too high.
- (iii) that he had his doubts. The cost of implementation might be too high.
- (d) (i) they should note down all suggestions and forward them to Chairman the next day.
- (ii) let's note down all our suggestions and forward them to the Chairman tomorrow.
- (iii) let noted down all their suggestions and forwarded them to the Chairman next day.

4. Read the conversation given below. Choosing from the alternatives given below complete the report that follows with suitable expressions on the basis of the conversation.

Patient : Doctor, I have a terrible toothache.

Doctor : Well, sit down. I need to examine your teeth. Please open your mouth wide.

Patient : Is there any serious problem, doctor ?

Doctor : There is nothing serious. One of your teeth has developed a small cavity that requires filling up. That's all.

Patient : Is there anything else ?

Doctor : Hmm—, your teeth requires cleaning too.

Patient : Will the treatment be very expensive ?

Doctor : Well, you need not worry so much about the expenses. Try to save your teeth.

The patient told the doctor **(a)** The doctor told him **(b)** He also requested him to open his mouth wide. The patient then inquired whether there was any serious problem. To this, the doctor replied **(c)** On being asked whether there was anything else as well, the doctor told the patient that his teeth required cleaning, too. The patient then asked him **(d)** The doctor told him **(e)**

(a) (i) that he had a terrible toothache

(ii) doctor, he has a terrible toothache

(iii) that he has a terrible toothache

(b) (i) well sit down. I need to examine your teeth.

(ii) to sit down as he needed to examine his teeth.

(iii) to sit down and he needs to examine his teeth.

(c) (i) that there was nothing serious. One of his teeth had developed a small cavity that required filling up.

(ii) that there is nothing serious. One of the teeth develops a small cavity that requires filling up.

(iii) that there had been nothing serious. One of your teeth had a cavity which requires filling up.

(d) (i) would the treatment be very expensive.

(ii) if the treatment would be very expensive.

(iii) that the treatment would be very expensive.

(e) (i) not to worry about the expenses.

(ii) not to worry so much about the expenses as he must try to save his teeth.

(iii) he needed not worry so much about the expenses and he tried to save her teeth.

5. Given below is the conversation between two friends. Complete the dialogues by using the right option.

Sohan : When (a) ?

Sam : Yesterday evening.

Sohan : How was the weather there ?

Sam : The weather was fine. It was a little cold.

Sohan : How (b) ?

Sam : Well, I went to a number of places.

Sohan : Did you go skating ?

Sam : No, I (c) but I had gone for trekking.

Sohan : It seems (d)

Sam : Yes, I did enjoy myself a lot.

(A) (1) are you coming from Shimla ?

(2) will you come from Shimla ?

(3) did you return from Shimla ?

(4) you came from Shimla ?

(B) (1) many places did you visit ?

(2) many places will you visit ?

(3) many places are you visiting ?

(4) many places do you want to visit ?

(C) (1) will not go skating ?

(2) could not go skating ?

(3) didn't go skating ?

(4) went for skating ?

(D) (1) you have been enjoying a lot.

(2) you must have enjoyed a lot

(3) you enjoyed a lot.

(4) you will enjoy a lot.

Ans. (a) did you return from Shimla ?

(b) many places did you visit ?

(c) didn't go skating ?

(d) you enjoyed a lot.

6. Complete the conversation by choosing the correct option :

Boy : Doctor, I can't hold my arm straight.

Doctor : Let me see (a) ?

Boy : Yes, it's paining terribly.

Doctor : Well, there's swelling too. I (b) X-ray of your arm

Boy : When will you take the X-ray ?

Doctor : Right now. Please (c) X-ray room.

Boy : That could be the problem, doctor ?

Doctor : I am afraid (d) I'll have to put a plaster on it.

(A) (1) was it paining ?

(2) will it pain ?

(3) is it paining ?

(4) would it pain ?

(B) (1) would be taking.

(2) shall be taking.

(3) will have to take an.

(4) would be taken.

(C) (1) come to the

(2) coming to the

(3) came for the

(4) come at the

(D) (1) if it is a fracture then.

(2) if it could be a fracture then.

(3) if it could have been a fracture then.

(4) if it will be a fracture then

Ans. (a) is it paining ? (b) will have to take an

(c) come to the (d) if it is a fracture then.

7. Read the conversation between a patient and a receptionist at a doctor's clinic. Complete the following in reported speech by choosing from the options given below -

Patient : Can I have an appointment with the doctor this evening ? I am very sick.
 Receptionist : I'm sorry. There's long waiting list. You will have to wait for at least two weeks.
 Patient : But by then I could be dead.
 Receptionist : No problem. If your wife informs me, I can cancel the appointment.

(a) A patient went to his doctor's clinic and asked the receptionist

1. can I have an appointment with the doctor that evening ?
2. whether I can have an appointment with the doctor that evening.
3. whether he can have an appointment with the doctor that evening.
4. whether he could have an appointment with the doctor that evening.

(b) The receptionist

1. said sorry, there's a long waiting list.
2. apologized saying that there was a long waiting list.
3. said sorry that there was a long waiting list.
4. apologized that there was a long waiting list.

(c) She further added that

1. you would have to wait for at least two weeks.
2. he would be waiting for at least two weeks.
3. he would have to wait for at least two weeks.
4. he would be having to wait for at least two weeks.

(d) When the patient said that he could be dead by then, the receptionist calmly replied that

1. there is no problem, if my wife informs me, I can cancel the appointment.
2. there was no problem, if my wife informs me, she can cancel the appointment.
3. there was no problem, if his wife informed her, she could cancel the appointment.
4. there was no problem, if his wife informed him, she could cancel the appointment

Ans. (a) 4., (b) 2., (c) 3., (d) 3.

8. Teacher : Ravi, May I know why didn't you come to school yesterday?

Ravi : Sir, I had a toothache.

Teacher : Has the toothache gone now?

Ravi : I don't know sir, I left the teeth with the dentist.

The teacher wanted to know (a) Ravi replied (b) When the teacher asked (c)

Ravi replied that he did not know as (d)

(a) 1. whether Ravi was absent that day

2. if Ravi had been absent that day.
3. why Ravi had not come to school the previous day.
4. that why did Ravi not come the previous day.

(b) 1. he had a toothache.

2. that he had a toothache.

3. he has a toothache.

4. He had been a toothache.

(c) 1. if the toothache had been gone ?

2. if the toothache is gone ?

3. if the toothache was gone.

4. if the toothache had gone then ?

(d) 1. he had left the teeth with the dentist.

2. he has left the teeth with the dentist.

3. he had been left the teeth to the dentist.

4. The teeth had been left to the dentist.

Ans. (a) 3, (b) 2, (c) 4, (d) 1.

9. Husband : Get my lunch quickly, I am in great hurry.

Wife : Oh really ! Why did you not come a bit earlier?

Husband : Now look, you have made a habit to argue with me and no husband likes that sort of thing.

The husband urged his wife (a) adding that (b) hurry. The wife mockingly asked him (c) hurry and enquired (d) earlier. The husband speaking in a tone of irritation pointed out that he did not like her habit of arguing.

(a) 1. get his lunch 2. to get his lunch quickly

3. that just get his lunch fast. 4. to bring his lunch fast

(b) 1. he was in great 2. was he greatly

3. he was greatly 4. greatly he was

(c) 1. he was really in a 2. was he really in a

3. if was he really in 4. really he was

(d) 1. why he had not come a bit 2. why had he not come a bit

3. why he got up late 4. why he was late

Ans. (a) 2, (b) 1, (c) 3, (d) 1.

10. Only Below is a dialogue between Anil and Krishnan, students of a school. plete the dialogue between them by choosing the correct option.

Anil : Hello ! What has happened ? Why are all the students standing before the Principal's office?

Krishnan : They (a)

Anil : What are the reasons ? I think this is the first time in this session when they have boycotted their classes.

Krishnan : They say that their rooms are not dusted. Also, the fans (b)

Anil : But this is no way. The class representatives (c) I think it is not so serious as to call for a strike.

Krishnan : They are also demanding that water coolers should be installed.

Anil : All right. Do you remember that the Principal had talked of it last month? By now all these (d)

Krishnan : Let us see what happens.

Anil : Okay. Let's go.

(a) (i) were on a strike (ii) are on a strike

(iii) was on a strike (iv) is on a strike

(b) (i) are not in a working order (ii) is not in a working order

(iii) was not in a working order (iv) were not in ' a working order

(c) (i) should has met the Principal (ii) should have met the Principal

(iii) should had met the Principal (iv) should met the Principal

(d) (i) things would have been completed (ii) things should have been completed

(iii) things would has been completed (iv) things should has been completed

Ans. (a) (ii) are on a strike (b) (i) are not in a working order

(c) (ii) should have met the principal (d) (ii) things should have been completed

PREPOSITIONS

A preposition is a word that shows the relation between a noun, or a pronoun or some other word in a sentence.

1. There is a book on the table.
2. I shall come back within two hours.
3. There is a big tree in front of his house.
4. Considering the quality, the price is high.

In sentence 1, **on** shows the relation between **a table** and **a book**. In sentence 2, **within** shows the relation between **two hours** and **coming back**. In sentence 3, **in front of** shows the relation between his house and **a tree**. In sentence 4, **Considering** shows the relation between the **price** and the **quality**.

Kinds of Prepositions

There are four classes of Prepositions.

1. Simple Prepositions

At, by, on, off, to, with, up, out, through, till, for

2. Compound Prepositions

About, above, along, between, among, around, before, behind, below, inside, within, without.

3. Phrase Prepositions

These Prepositions are group of words used with the force of a single preposition —

according to, in place of, with a view to, in order to, for the sake of, by virtue of, in comparison to, in front of, in lieu of.

4. Participle Prepositions

Some words which are Present Participles of verbs are used absolutely without any noun or pronoun being attached to them. They are treated as prepositions.

Barring, concerning, considering, pending, regarding

Several words are used sometimes as Adverbs and sometimes as prepositions. To be a Preposition, it must govern a **noun** or a pronoun, otherwise it will be an Adverb.

Adverb

I could not write **before**.

He has gone **out**.

I have not met him **since**.

The wheel came off.

Preposition

I wrote to him day **before** yesterday.

Is he **out** of station ?

I have not gone to office **since** Monday.

He fell **off** the bicycle.

Prepositions with modes of transport

We use **by** + noun when we talk about means of transport.

We go by train (not by the train / by a train)

We use **by** bicycle, **by** car / taxi / bus / train, **by** boat / ship plane, **by** air sea.

By is not used when the reference is to a specific bicycle, car, train etc.

1. I reached there **on** my bicycle.
2. Deepak will go **on** the 8.30 bus.
3. We went there **in** Mr. Sen's car.
4. Our friends came **in** a taxi.

We use **on** to mean a specific bicycle, bus, train, ship or plane. See sentence 1, 2.

We use **in** to mean a specific car, taxi, van, lorry or ambulance. See sentence 3 and 4.

To walk to some place, we use on foot not by foot.

He goes to school on foot. (he walks to school)

Now we will learn the uses of some very useful Prepositions which we very often use in our daily life while we speak or write English.

Uses of in, on and at

1. We use **in** before
 - (a) season — in summer, in winter.
 - (b) year — in 1992, in 2007.
 - (c) month — in April, in October.
 - (d) part of the day — in the morning, in the afternoon.
2. We use **on** before
 - (a) day — on Monday, on Wednesday.
 - (b) date — on the 29th of October.
 - (c) day + part of a day — on Tuesday morning, on Monday night.
3. We use **at** before
 - (a) festival — at Durga Puja, at Diwali.
 - (b) point of time — at noon, at midnight, at 6 p.m.
 - (c) meal time — at lunch, at dinner, at supper.
 - (d) indefinite period — at night, at dawn.

Uses of in and within

In means at the end of

They will be back **in two hours** (at the end of two hours). **Within** means before the end of.

They will be back **within two hours** (before the expiry of two hours).

Uses of Since and For

Since denotes point of time (when an action started).

For suggests period of time (how long).

I have been suffering since 7th July.

I have been suffering for 4 days.

Uses of Between and Among

Between is generally used with reference to two persons or things. **Among** is usually used with reference to more than two persons or things.

The passage between the two houses is narrow.

Distribute the sweets **among** the class VIII students.

Uses of Beside and Besides

Beside means **by the side of** or **not related to**, whereas besides means **in addition to**.

The baby sleeps **beside** its mother. (by the side of)

What you said is **beside** the topic. (not related to)

Besides shelter, he gave me food.

Words Followed by Prepositions

- ☐ The following Nouns take the Preposition for after them. Use them in sentences
Affection, ambition, anxiety, apology, appetitive, aptitude, capacity, compassion, compensation, the Preposition desire, fitness, fondness, liking, need, pity, reputation.
- ☐ The following Nouns take with after them. Use them in sentences.
Acquaintance, comparison, enmity, intimacy, relation.
- ☐ The following Nouns take the Preposition of after them. Use them in sentences
Abhorrence, assurance, experience, failure, proof, result, want.
- ☐ The following Nouns take the Preposition to after them. Use them in sentences. Access, alternative, antidote, attention, dislike, enmity, exception, indifference, key to, limit, obedience, objection, reference.
- ☐ The following Verbs take the Preposition to after them. Use them in sentences. Adapt, allot, appoint, attend, belong, contribute, lead, listen, object, prefer, refer.
- ☐ The following Verbs take the Preposition from after them. Use them in sentences. Abstain, alight, derive, differ, emerge, escape, prevent, protect, recover, refrain.
- ☐ The following Verbs take the Preposition of after them. Use them in sentences. Beware, boast, complain, die, dispose, dream, repent, taste.
- ☐ The following Verbs take the Preposition for after them. Use them in sentences. Care, feel, hope, mourn, wish, yearn. _____
- ☐ The following Verbs take the Preposition in after them. Use them in sentences. Delight, excel, fall, glory, increase, indulge, persist.
- ☐ The following Verbs take the Preposition on after them. Use them in sentences. Comment, decide, depend, encroach, impose, insist, submit.
- ☐ The Verbs **discuss**, **order** and **stress** are transitive and therefore they are not followed by prepositions.
Let us discuss the topic. (not discuss about a topic)
We ordered books. (not ordered for books)
While teaching, the teacher stressed the point. (not stress on a point)

Certain words require Prepositions followed by a Gerund.

- | | |
|---|---|
| (a) He is addicted to <u>gambling</u> . (not : to gamble) | (b) We are averse to <u>playing cards</u> . |
| (c) I am bent on <u>becoming</u> a scholar. | (d) Gita is confident of <u>securing</u> the first prize. |
| (e) I am fond of <u>reading</u> poems. | (f) The practice of <u>cramming</u> is not good. |
| (g) He is tired of <u>writing</u> letters. | (h) She refrained <u>from hurting</u> his feelings. |
| (i) He is an expert at <u>inventing</u> stories. | |

But sometimes both constructions are possible.

I am afraid of telling the truth.

I am afraid to tell the truth.

She got a chance of meeting me.

She got a chance to meet me.

On the other hand, certain words always take the infinitive after them

I declined to elaborate.

They expect to meet their dear ones.

He hopes to get the first prize.

Mother advised me to desist from the attempt.

Prepositions are sometimes wrongly inserted where they are not required

Where has he been to ? (**to** is not required)

His youngest son is a boy of about ten years old. (**of** is not required)

SOLVED EXERCISE

Fill in the blanks with suitable prepositions :

1. The children shouted (a) joy, whenever they saw him. He helped them (b) their sports, made plaything (c) them, taught them to fly kites and shoot marbles and told them long stories (d) ghosts.

- | | | | |
|-------------|---------|----------|---------|
| (a) 1. in | 2. with | 3. from | 4. into |
| (b) 1. with | 2. by | 3. in | 4. into |
| (c) 1. by | 2. with | 3. about | 4. for |
| (d) 1. of | 2. off | 3. about | 4. for |

Ans. (a) with, (b) in, (c) for, (d) about.

2. Anthony got (a) the bus but there was no seat vacant (b) him. He looked here and there and sat (c) the bonnet. The driver did not like it and shouted (d) Anthony.

- | | | | |
|-------------|---------|----------|----------|
| (a) 1. in | 2. over | 3. above | 4. into |
| (b) 1. with | 2. for | 3. off | 4. about |
| (c) 1. upon | 2. over | 3. on | 4. onto |
| (d) 1. at | 2. on | 3. upon | 4. over |

Ans (a) into, (b) for, (c) on, (d) at.

3. Success (a) life depends (b) good health. We can keep our bodies fit (c) keeping ourselves clean. We should not cultivate the bad habit (d) smoking, drinking etc.

- | | | | |
|--------------|------------|---------|------------|
| (a) 1. of | 2. off | 3. into | 4. in |
| (b) 1. about | 2. on | 3. onto | 4. upto |
| (c) 1. for | 2. from | 3. by | 4. through |
| (d) 1. of | 2. against | 3. off | 4. with |

Ans. (a) in, (b) on, (c) by, (d) of.

4. My brother was arriving (a) the Grand Trunk Express. I went (b) the railway station to receive him. I waited (c) him for a long time. But the train did not arrive (d) it became dark.

- | | | | |
|--------------|-----------|----------|-----------|
| (a) 1. on | 2. upon | 3. over | 4. by |
| (b) 1. at | 2. on | 3. to | 4. into |
| (c) 1. upon | 2. on | 3. off | 4. for |
| (d) 1. about | 2. before | 3. after | 4. beside |

Ans. (a) by, (b) to, (c) for, (d) before.

PRACTICE EXERCISE

Fill in the blanks with appropriate prepositions.: 1

1. The teacher caught him (a) the ear. He also gave a slap (b) his face (c) making a mischief (d) the class.

- | | | | |
|--------------|---------|-----------|-----------|
| (a) 1. by | 2. with | 3. from | 4. above |
| (b) 1. at | 2. on | 3. in | 4. around |
| (c) 1. by | 2. off | 3. of | 4. for |
| (d) 1. above | 2. in | 3. behind | 4. beyond |

2. How can I agree (a) you (b) this point that the earth revolves (c) the sun which shines (d) it ?

- | | | | |
|--------------|----------|----------|----------|
| (a) 1. to | 2. with | 3. on | 4. at |
| (b) 1. by | 2. on | 3. at | 4. over |
| (c) 1. round | 2. about | 3. above | 4. under |
| (d) 1. on | 2. upon | 3. above | 4. over |

3. I know Mr. Mehta (a) name and not (b) face. He holds a high post (c) American Embassy (d) England.

- | | | | |
|----------------|-----------|---------|----------|
| (a) 1. by | 2. with | 3. from | 4. of |
| (b) 1. through | 2. by | 3. with | 4. at |
| (c) 1. at | 2. above | 3. in | 4. under |
| (d) 1. beyond | 2. across | 3. on | 4. in |

4. A little girl was playing (a) a ball (b) the courtyard. The ball bounced high and hit the vase lying (c) the window sill and shattered it (d) pieces.

- | | | | |
|--------------|-----------|-------|-----------|
| (a) 1. by | 2. with | 3. on | 4. at |
| (b) 1. at | 2. across | 3. in | 4. around |
| (c) 1. under | 2. above | 3. at | 4. on |
| (d) 1. into | 2. in | 3. by | 4. from |

INTEGRATED GRAMMAR EXERCISE

1. Given below are the instructions on how to make tea. Refer to the given notes and complete the paragraph. Write your answers in the answer book against the correct blank numbers.

Put water in a pan.

Heat it till it boils.

Add tea leaves, sugar and cardamom.

Add milk to it.

Heat it.

After boiling pour it into cups.

Serve it hot.

To prepare tea, water (a)

It (b) till it boils.

Tea leaves, (c)

Milk is then (d)and is further heated.

After boiling, it (e)and then served hot.

(a) (i) is being put in a pan.

(ii) put water in a pan.

(iii) is to be put in a pan.

(b) (i) is heated.

(ii) should be heated.

(iii) is supposed to be heated.

(c) (i) add sugar and cardamon.

(ii) sugar and cardamon are added.

(iii) sugar and cardamon should be added.

(d) (i) put

(ii) to be added

(iii) added

(e) (i) should. be poured into cups

(ii) is poured into cups

(iii) is put in cups

2. The following passage has not been edited. There is one error in each of the lines. Write the incorrect Word and write the correction in your answer book against the correct blank numbers.

	Incorrect word	Correction
A trader asked a sailor, "Where was your father	was	did
(a) die ?" "My father's ship was catching in a storm
(b) and he drowned at sea." "Where did his grandfather
(c) die ?, the sailor was again asked. "His ship were
(d) trapped in a storm, too and he also perished in sea".
(e) "Aren't he afraid of the sea The sailor retorted,
(f) "Where was your father die "He died in bed."
(g) "Where did your grandfather dead ?" "He also died
(h) in bed" "Aren't you afraid to going to bed every
night where your father and grandfather died ?"		
(a) (i) catching, caught (ii) catching, being caught (iii) catching, to be caught		
(b) (i) his, your (ii) his, sailor's (iii) his, the		
(c) (i) were, was (ii) was, had (iii) were, have		
(d) (i) in, at (ii) in, into (iii) in, on		
(e) (i) he, they (ii) he, you (iii) sailor, his		
(f) (i) was, did (ii) was, had (iii) was, has		
(g) (i) dead, die (ii) dead, died (iii) no error		
(h) (i) going, go (ii) going, went (iii) going, have gone		

3. After having read the following instructions, complete the following paragraph. Write the answers in your answer book against the correct blank numbers.

How to start a computer

1. Link up the monitor, keyboard and printer.
2. Plug in the main cable.
3. Switch on the monitor at the back.
4. When the light appears on the screen, place the Day Disk in Drive A.
5. Push in the disk until the button clicks out. (It takes about 30 seconds for the computers to load the programme.)
6. Press the Drive button and the disk shoots out.
7. Replace the Day Disk with the Document Disk.
8. Press function Key 7.
9. Start work

Firstly, the monitor, keyboard and printer are linked

up. Then the (a) is (b) The monitor (c) at the back. When the light appears on the screen, (d) in Drive A. The disk (e) until (f) It takes the computer 30 seconds to load the programme. The drive button (g) and the disk shoot out. The (h) with the Document Disk. Finally (i)

(a) (i) the main cable

(ii) the cable

(iii) the main wire

(b) (i) plugged in the main cable

(ii) attached

(iii) to be plugged

(c) (i) is switched on

(ii) put on

(iii) on

(d) (i) the day disk is placed

(ii) the disk of day is put

(iii) the day disk was placed

(e) (i) is pushed

(ii) was pushed

(iii) to be pushed

(f) (i) button is clicked out

(ii) button was clicked

(iii) to be clicked

(g) (i) is pressed

(ii) was pressed

(iii) to be pressed

(h) (i) day disk is replaced

(ii) day disk was replaced

(iii) day disk was to be replaced

(i) (i) function key 7 is pressed

(ii) key 7 is pressed

(iii) 7 function key was pressed

4. A reporter interviews Sushmita Sen, Miss Universe 1995, about her decision to join the film industry. complete the dialogue given below in any suitable way. Write your answers in the space provided. Write the most appropriate answer.

R : Your decision to act in films has come as a big surprise.
 S.S : Why ? I don't remember (a) no to acting in films.
 R : We (b) that the famous actor and producer Vinod Khanna has offered you a role in a film.
 S.S : Yes, your information is absolutely correct.
 R : Can you (c) something about the film ?
 S.S : Yes, it's an English film to be directed by a renowned South African director. I have a very good role in it.
 R : Is Vinod Khanna acting in it also
 S.S : (with a twinkle in her eye) I (d) anything now. It's a big secret.
 R : Do you have enough time for films ? What about your modelling assignments ?
 S.S : They (e) an end, which allows me to take up film acting as a career.
 R : How many films (f) at a time ?
 S.S : Not more than two. I (g) be very choosy ; I can't give up what is closest to my heart — my work for the homeless of India.

- | | | |
|---------------------------|---------------------|-------------------------|
| (a) (i) having said | (ii) said | (iii) before saying |
| (b) (i) heard | (ii) had heard | (iii) have heard |
| (c) (i) tell us | (ii) telling us | (iii) told |
| (d) (i) couldn't tell you | (ii) can't tell you | (iii) will not tell you |
| (e) (i) has come to | (ii) have come to | (iii) had come to |
| (f) (i) you do | (ii) you did | (iii) you will do |
| (g) (i) has to | (ii) have to | (iii) had to |

5. Edit the letter given below by choosing from the appropriate options :

A-21 Chanakyapuri,

New Delhi

21 August 2009

Dear Sanjay

Your school (a) is going to be closed for the summer vacation (b) for next Monday. (c) Thereafter, you will have a lot of time at your (d) dispersal. I (e) hence invite you to spend some days with me. My mother will (f) happily see you. I am looking forward (g) towards it. Let me know. I will be there at the station (h) for receiving you.

Yours affectionately,

Mukesh

- | | | |
|--------------------|---------------------|-----------------------|
| (a) 1. is closing | (b) 1. from | (c) 1. because |
| 2. closed | 2. at | 2. Hence |
| 3. will be closing | 3. by | 3. as |
| 4. will be closed | 4. since | 4. since |
| (d) 1. disposition | (e) 1. therefore | (f) 1. welcome you |
| 2. disapproval | 2. must | 2. be glad to see you |
| 3. disposal | 3. shall | 3. cheerfully see you |
| 4. deposit | 4. can | 4. joyously see you |
| (g) 1. for | (h) 1. to receive | |
| 2. to | 2. receiving | |
| 3. about | 3. receive | |
| 4. at | 4. to have received | |

Ans. (a) 3, (b) 1, (c) 2, (d) 3, (e) 1, (f) 2, (g) 2, (h) 1.

6. The letter has been written in a hurry, a few words have been omitted. Complete the letter using the appropriate option.

Chanakyapuri

30.11.09

Amritsar

Dear Papa,

How are you all? I am missing all. Wrote a few lines about Mahatama Gandhi and got the first prize. I am writing the paragraph for you to read.

Mahatama Gandhi (a) been the greatest man of modern times. He (b) the father of the Nation. People (c) him Bapu with love. His full name (d) Mohan Das Karam Chand Gandhi. As a maker of modern India, he (e) always be remembered. His principles of truth and non-violence (f) been a source of inspiration for all

(a) is were has (b) was is were (c) calls call called

(d) are were is (e) would will could (f) have has had

Ans. (a) has, (b) is, (c) call, (d) is, (e) will, (f) have.

7. A Complete the dialogue choosing the correct option :

Manu : I am really thrilled about our trip to South India. I have heard it has some wonderful beaches. I don't know (a) when I will find myself standing before the vast sea.

Arun : Yes, it is a wonderful experience to see the vast waves rising and striking the beach.

Manu : Tell me, (b) Goa?

Arun : We shall reach within two days as we are going there first. Do you know (c) since it's your first trip outside?

Manu : Oh my God! I forgot that completely. Actually I had (d) but the excitement was so much that it escaped my mind completely.

(a) 1. what to do

2. how I shall feel

3. what I will do

4. what will I do.

(b) 1. when we shall reach

2. when we will reach

3. when shall we reach

4. when will we reach

(c) 1. where you will go

2. what you will do

3. what to carry

4. what you will carry

(d) 1. come to you to know that

2. come to tell you that

3. come to ask you that

4. come to ask that from you

Ans. (a) 3, (b) 4, (c) 3, (d) 3.