

LENGUA EXTRANJERA: INGLÉS 2

UNITY 4. PASIVE VOICE AND REPORTED SPEECH



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INTRODUCTION

After three units which contain part of the most important themes every person should know in order to achieve the four lingual skills in a language it is time for going ahead in learning other useful structures very important for maintaining a coherent ,bilateral and cohesive written communication as well as oral without forgetting the new vocabulary and idiomatic expressions.

GENERAL OBJECTIVES

After have reviewed the other units this time is to endurance the main objectives in Unit 4. The content studied until this moment enables to obtain the knowledge necessary to approach the language to the needs of any student. Using passive voice and reported speech are the key to be successful in reaching all goals in spoken English.

The importance of these contents remains in the wide variety of uses in general but mainly in being able to create a report properly and also to rewrite about what it is said in the news, books, and media in general and among people at home or work.

In fact, one of the most important objective is to be able to use these structures accurately.

1. PASSIVE VOICE

This grammar structure is mainly used in written books or news. The narrative used is impersonal, third person of the singular “it”. As most of people have probably realized at the moment of narrating facts this structure is the best because of its importance that is given to the situation or issue not to who does the action or who is involved even though it is optional.

Here you are the structure conformed by

SUBJECT + TO BE (ANY TENSE) + VERB PAST PARTICIPLE + COMPLEMENT

Active Voice: This is the original sentence; it means the common sentences used while writing or speaking.

Passive voice: It is the result of changing the active voice sentence into passive.

Active voice.

*The receptionist at the hotel **makes** about 200 phone calls along the day*

What comes next is to change it into passive giving the importance to the number of phone calls instead of the person in charge of doing so.

Following the structure above it would be

Passive voice

*200 hundred phone calls **are made** by the receptionist at the hotel along the day*

Notice that the subjects were changed and the verb to be added

Do not forget to conjugate verb to be in the same original verb tense in the sentence

If it is required to mention the agent or the person or thing in charge of doing the action it is necessary to add the preposition “by” before the noun. It could be optional when there is no need to mention it.

Here you are an example using the same sentence changed into several verb tenses so that the difference could be more understandable.

Passive Voice general example

- e-books **are used** by young people more and more around the world
- e-books **were used** by old people less and less around the world
- e-books **are being used** by young people more and more around the world
- e-books **were being used** by old people less and less around the world
- e-books **are going to be used** by young people more and more around the world
- e-books **were going to be used** by old people less and less around the world

- e-books **have been used** by young people more and more around the world
- e-books **had been used** by young people more and more around the world
- e.-books **will be used** by young people more and more around the world
- e.-books **would be used** by young people more and more around the world
- e.-books **can be used** by young people more and more around the world
- e.-books **could be used** by young people more and more around the world
- e.-books **may/might be used** by young people more and more around the world
- e.-books **shall be used** by young people more and more around the world
- e.-books **should be used** by young people more and more around the world
- e.-books **must be used** by young people more and more around the world
- e.-books **ought to be used** by young people more and more around the world

In general terms, it has been shown above some simple examples of how changing the active voice into passive voice just conjugating the verb to be appropriately

2. REPORTED SPEECH

This grammar structure is very useful because it is used to report what a person or a source has said. The media in general and the society are constantly communicating things such as conversations, news, events, etc. For this reason the report speech is fundamental in repeating what it was mentioned before. Other way to report is using indirect ideas and specific verbs to report whereas say, tell, explain, ask among others.

The most important thing to remember is to change the verb tense one scale. It means from present simple to past simple and so on.

Direct speech		Indirect speech
<i>I. Present Tenses</i>		
Present Simple	→	Past Simple
Present Progressive	→	Past Progressive
Present Perfect	→	Past Perfect
Present Perfect Progressive	→	Past Perfect Progressive
<i>II. Past Tenses</i>		
Past Simple	→	Past Perfect
Past Progressive	→	Past Perfect Progressive
Past Perfect	→	Past Perfect
<i>III. Future Simple</i>		
Future Simple	→	Future-in-the-Past
Future Perfect	→	Future-in-the-Past Perfect

Here you are an example of reported speech.



REPORTING VERBS

• add	• doubt	• suppose	• imagine
• admit	• estimate	• tell	• know
• ask	• explain	• think	• learn
• know	• fear	• understand	• realize
• remember	• feel	• warn	• remember
• say	• insist	• decide	• reveal
• see	• mention	• expect	• say
• agree	• observe	• guarantee	• see
• announce	• persuade	• hope	• suggest
• answer	• propose	• promise	• teach
• argue	• remark	• swear	• understand
• boast	• remember	• threaten	• wonder
• claim	• repeat	• describe	• advise
• comment	• reply	• discover	• beg
• complain	• report	• discuss	• command
• confirm	• reveal	• explain	• forbid
• consider	• state	• forget	• instruct
• deny	• suggest	• guess	• invite



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Once, the reporting verbs and the verb tenses changes necessary to make a report speech have been understood the next step I to check out the grammar structure in the next paragraph.

Direct Speech: It makes reference to the original sentence before being reported. The usual sentence used in spoken English

"We had to arrange another appointment with the HR manager yesterday"

Carlos and I said.

It is time to change it into a Reported speech one

Reported Speech: It refers to the transcription of the direct script sentence into a reported one using an appropriated reporting verb as follows

*My colleagues **said/told me** They had had to arrange another appointment with the HR manager the other day*

Attention

Be careful about who the reporter is.

e.g.- "I said" _____ she said/he said


In the **Direct Speech example** the speakers are "we" when reporting the new speaker is another person then the final construction is

Do not forget either to eliminate the quotations “ “when making the reported speech

Phrase in direct speech	Equivalent in reported speech
Simple present	Simple past
"I always drink coffee", she said	She said that she always drank coffee.
Present continuous	Past continuous
"I am reading a book", he explained.	He explained that he was reading a book
Simple past	Past perfect
"Bill arrived on Saturday", he said.	He said that Bill had arrived on Saturday.
Present perfect	Past perfect
"I have been to Spain", he told me.	He told me that he had been to Spain.
Past perfect	Past perfect
"I had just turned out the light," he explained.	He explained that he had just turned out the light.
Present perfect continuous	Past perfect continuous
They complained, "We have been waiting for hours".	They complained that they had been waiting for hours.
Past continuous	Past perfect continuous
"We were living in Paris", they told me.	They told me that they had been living in Paris.
Future	Present conditional
"I will be in Geneva on Monday", he said.	He said that he would be in Geneva on Monday.
Future continuous	Conditional continuous
She said, "I'll be using the car next Friday".	She said that she would be using the car next Friday.

3. REFLEXIVE PRONOUNS

Subject Pronouns	Reflexive Pronouns
I	myself
you	yourself
he	himself
she	herself
it	itself
we	ourselves
you (plural)	yourselves
they	themselves

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The reflexive pronouns are used as a direct object when the object and the subject of the verb are the same

*e.g.- I am teaching **myself** how to cook*

You should be careful running at night. **You** might hurt **yourself**.

They are used to make it clear who or what is being referred to. Compare these two sentences:

Pedro blamed himself for not having the car repaired.

Here the subject (Pedro) and the object (himself) are the same.

Pedro blamed him for not having the car repaired.

Here the subject (Pedro) and the object (him) are different. Pedro is blaming another man for being late.

4. QUESTION TAGS

Question Tag in English		
Verb Tense	☑ Sentence → ☹ Tag	☹ Sentence → ☑ Tag
Present Simple	She reads books, doesn't she?	She doesn't read books, does she?
Present be	He is playing a cricket, isn't he?	He isn't playing a cricket, is he?
Past Simple	She played Cricket, didn't she?	She didn't played Cricket, did she?
Past Continuous	He was reading a book, wasn't he?	He wasn't reading a book, was he?
Present Perfect	He has written an email. hasn't he?	He hasn't written an email. has he?
Past Perfect	He had written an email, hadn't he?	He hadn't written an email, had he?
Simple Future	I will go to the market, won't I?	I won't go to the market, will I?
Modal Verbs	He can run a mile, can't he?	He can't run a mile, can he?

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The question tags or tag questions are known like that because these are used to emphasize something already supposed or known. In fact, it is a **clause that turns a statement into a question**. For example, if the statement's verb is positive, then the verb in the question tag is negative. Likewise, if the statement's verb is negative, then the verb in the question tag is positive. It is just as shown above and it is important to maintain the same verb tense and the auxiliary if needed.

5. RESOURCE BANK (CONNECTORS/LINKERS)

ENGLISH CONNECTORS GLOSSARY OF CONNECTORS They are presented in alphabetic order.
Some connectors with the same meaning are grouped together.

- Actually
- Indeed
- In fact
- After
- Afterwards
- Later
- Next
- Then
- Also
- As well / too
- Although / Though / Even though
- Anyway
- As a result
- As soon as
- As well as
- In addition
- Because / Cause
- Because of
- Before
- Besides / Moreover / Furthermore / In addition
- But
- For
- While
- In case
- In brief / to sum up / in short:
- In other words
- In conclusion
- In particular
- However / Nevertheless / Though / Yet
- In contrast to / Contrary to / Unlike
- In spite of / Despite
- Like
- Meanwhile
- On the one hand... on the other one
- Owing to / due to
- Since
- So / Therefore / Thus
- So that / In order that
- Such as/ To / In order to / So as to
- Until
- When
- Whenever
- Whereas /

GLOSSARY

Bids (noun) an offer of a price for something in an auction

Bricks (noun) pieces of blocks

Enhance (verb) to make it bigger or better, to enrich

Forward (adv) going straight or ahead

Helpful (adj) it means useful, serviceable

Insurance (noun) it is an agreement that provides protection in case of robbery, accident or death

Mislead (verb) to have a wrong idea or impression

Parcel (noun) one or more objects wrapped as a present

Roof (noun) it is the outdoor cover of a building or house on the top

Roll-call (noun) taking a contact list and start calling them out

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