**ACTIVE AND PASSIVE VOICE AND INDIRECT SPEECH .**

**A. ACTIVE AND PASSIVE VOICE**

**To change pronouns from active to passive voice .**

|  |  |
| --- | --- |
| **ACTIVE VOICE** | **PASSIVE VOICE** |
| **-I**  **-We**  **-He**  **-She**  **-It**  **-They** | **-Me**  **-Us**  **-Him**  **- Her**  **-It**  **Them** |

**1. SIMPLE PRESENT**

**Formula : \*Is + Past Participle of Verb is given .**

**Are + Past Participle of verb is given .**

**E**xamples :

|  |  |
| --- | --- |
| **ACTIVE VOICE** | **PASSIVE VOICE** |
| -The lady arranges flowers .  -The monkeys eats mango .  -She makes a great mistake .  - Children drinks milk .  -I sing a song | -Flowers are arranged by the lady.  -Mango is eaten by the monkeys .  -A great mistake is made by her .  - Milk is drunk by children .  - A song is sung by me . |

2. **PRESENT CONTINOUS TENSE .**

**Formula** : \* Is + being + past participle of a given verb .

\* Are + being + past participle of a given verb .

|  |  |
| --- | --- |
| **ACTIVE VOICE** | **PASSIVE VOICE** |
| -She is sweeping the compound .  -The dog is pulling the sticks .  -They are looking after us .  -Mary is reading a story book  -He is helping the old woman to cross the road.  -Sheila is throwing the ball. | -The compound is being swept by her .  - The sticks are being pulled by the dogs .  -We are being looked after by them .  -A story book is being read by Mary .  -The old woman is being helped by him to cross the road .  -The ball is being thrown by Sheila . |

3. **PRESENT PERFECT TENSE .**

Formula : Has or have +been + past participle of given verb .

Examples :

|  |  |
| --- | --- |
| **ACTIVE VOICE** | **PASSIVE VOICE** |
| -I have broken the pen .  -We have taken the dog home .  -She has sown a dress .  -We have taken her to school .  -She has bathed the baby . | -The pen has been broken by me .  -The doghave been taken by us home .  -A dress has been sown by her .  -She has been taken by us to school .  -The baby has been bathed by her . |

4. **PRESENT PERFECT CONTINUOUS TENSE .**

**Formula** : Has or have +been +Being + Past participle of given verb.

Examples .

|  |  |
| --- | --- |
| **ACTIVE VOICE** | **PASSIVE VOICE** |
| -She has been reading the book .  -We have been watering the seedlings .  -He has been clearing the field .  -I have been writing this composition.  -We have been doing the examination .  -She has been harvesting maize . | -The book has been being read by her .  -The seedlings have been being watered by us  -The field has been being cleared by him .  -This composition has been being written by me.  -The examination has been being done by us .  -The maize has been being harvested by her . |

**PAST TENSES IN VOICES**

**1. SIMPLE PAST .**

Formula : Was / were + past participle of given verb .

Examples .

|  |  |
| --- | --- |
| **ACTIVE VOICE** | **PASSIVE VOICE** |
| -The cat ate the mouse .  -She wrote the story .  -Mother cooked the food .  -The lady bought a book .  -Did he finish the work ?  - Did she draw a picture ?  -Did you return her umbrella ?  -Who did take the note from here ? | - The mouse was eaten by the cat .  -The story was written by her .  -The food was cooked by mother .  -A book was bought by the lady .  - Was the work finished by him ?  -Was the picture drown by her ?  - Was her umbrella returned ?  - By whom was the notes taken ? |

2. **PAST CONTINUOUS TENSE .**

**Formula** : Was / were + being + past participle of given verb .

Examples .

|  |  |
| --- | --- |
| **ACTIVE VOICE** | **PASSIVE VOICE** |
| -He was slashing the field .  -They were cleaning the chalkboard .  -John was playing football .  -She was taking the twins for immunization .  -She was teaching Science yesterday .  - I was telling a story . | -The field was being slashed by him.  -The chalkboard was being cleaned by them .  Football was being played by John .  -The twins was being taken by her for immunization .  -Science was being taught by her yesterday .  - A story was being told by me . |

3. **PAST PERFECT TENSE .**

Formula : Was/were + been +past participle of given verb .

Examples .

|  |  |
| --- | --- |
| **ACTIVE VOICE** | **PASSIVE VOICE .** |
| -I had written a letter .  -After we had found our keys , We went home  -They had thrown sticks in hole | -A letter had been written by me .  -Our keys had been found by us , after we went home .  -Sticks had been thrown by them in hole . |

**FUTURE TENSES** .

1. **SIMPLE FUTURE TENSE** .

Formula : shall / will +be + Past participle of given Verb .

|  |  |
| --- | --- |
| **ACTIVE VOICE** | **PASSIVE VOICE .** |
| -She will give me water .  -They will bring the milk.  -He will eat a fruit .  -We shall help you. | -I shall be given water by her .  -The milk will be brought by them .  -A fruit will be eaten by him.  - You will be helped by us . |

2. **FUTURE CONTINUOUS TENSE .**

**Formula** : Shall/ will + be+ being + past participle of given verb.

|  |  |
| --- | --- |
| **ACTIVE VOICE** | **PASSIVE VOICE** |
| -He will be making juice .  -She will be sewing the dress .  -We shall be treating the hens.  -He will be sweeping the compound . | -Juice will be being made by him .  -The dress will be being sewn by her .  -The hens will be being treated by us .  -The compound will be being swept by him . |

**VERBS WITHOUT CONTINUOUS FORM IN THE PASSIVE VOICE .**

“Like, love, see, seem, want “

|  |  |
| --- | --- |
| **ACTIVE VOICE** | **PASSIVE VOICE** |
| -Many people like me .  -Police wants the thief .  -They seen him at the church .  -He seems like my music .  Her classmates love her . | -I am liked by many people .  -The thief is wanted by the police .  -He is seen at the church .  -My music seems to be liked by him .  -She is loved by her classmates . |

**WHEN THE VERBS OF THE ACTIVE VOICE ARE IN COMMAND/ ORDER .**

Formula : Let+ noun / pronoun +be + past participle of given verb.

Examples .

|  |  |
| --- | --- |
| ACTIVE VOICE | PASSIVE VOICE |
| -Bring a packet of milk.  -Return this book to him .  -Hang the map on the wall.  -Switch off the radio.  -Give him a ruler . | - Let a packet of milk be brought .  -Let this book be returned to him .  -Let the map be hung on the wall.  -Let the radio be switched off .  - Let a ruler be given by him . |

**Personal and Impersonal Passive**

Personal Passive simply means that the object of the active sentence becomes the subject of the passive sentence. So every verb that needs an object (transitive verb) can form a personal passive.

**Example: They build houses. – Houses are built.**

Verbs without an object (intransitive verb) normally cannot form a personal passive sentence (as there is no object that can become the subject of the passive sentence). If you want to use an intransitive verb in passive voice, you need an impersonal construction – therefore this passive is called Impersonal Passive.

**Example: he says – it is said**

Impersonal Passive is not as common in English as in some other languages (e.g. German, Latin). In English, Impersonal Passive is only possible with verbs of perception (e. g. say, think, know).

Example: They say that women live longer than men. – It is said that women live longer than men.

Although Impersonal Passive is possible here, Personal Passive is more common.

**Example: They say that women live longer than men. – Women are said to live longer than men.**

The subject of the subordinate clause (women) goes to the beginning of the sentence; the verb of perception is put into passive voice. The rest of the sentence is added using an infinitive construction with 'to' (certain auxiliary verbs and that are dropped).

Sometimes the term Personal Passive is used in English lessons if the indirect object of an active sentence is to become the subject of the passive sentence.

**NB. The following structures in active have the following passive:**

**I don’t like being……**

Active: I don’t like **people telling** me what to do.

Passive: I don’t like **being told** what to do.

Active: I remember **somebody** taking me to the zoo.

Passive: I remember **being taken** to the zoo.

Active: He hates **people keeping** him waiting.

Passive: He hates **being kept** waiting.

Passive voice with the following: ***It is said that…, He is said to…., He is supposed to……..***

Active: People say that he is 108 years.

Passive: **It is said that he** is 108 years old.

Or

**He is said to be** 108 years old.

**You can use these structures with a number of other verbs: *alleged, believed, considered, expected, known, reported, thought and understood***

Examples:

Active: Kamoso works hard.

Passive: **It is said that** Kamoso works hard.

Or

Kamoso **is said** to work hard.

Active: The police are looking for a missing boy.

Passive: **It is believed that** the boy **is wearing** a white pullover and blue jeans.

Or The boy **is believed to be wearing** a white pullover and blue jeans.

Active: The strike started three weeks ago

Passive: **It is expected that** it will end soon. Or The strike **is expected to end** soon.

Active: A friend of mine has been arrested.

Passive: **It is alleged that** he hit a policeman. Or he **is alleged to have hit** a policeman.

Active: The two houses belong to the same family.

Passive: **It is said that** there is a secret tunnel between them. Or There **is said to be** a secret tunnel between them.

* These structures are often used in news report.

**It is reported that** two people were injured in the explosion. Or Two people **are reported to have been injured** in the explosion.

**Be supposed to be**

Sometimes (it is) supposed to…. = (it is) said to….

E.g. I want to see that film. **It is supposed to be** good (=it **is said to be** good)

We use **have something done** to say that we arrange for somebody else to do something for us:

Lisa **repaired** the roof. Lisa **had** the roof **repaired.**

The following section will show you how to recognize a sentence that is written in the passive voice.

**Helpful Hint**

You can recognize passive voice because the verb phrase will include a form of **be**

These are:

* was
* were
* am
* are
* been
* is

But do not always assume that just because there is a form of 'be' that the sentence is passive, however.

Sometimes a prepositional phrase like "by the" in the sentences above indicates that the action is performed on the subject, and that the sentence is passive.

**Recognizing Passive Voice**

You can recognize passive-voice expressions because the verb phrase will always include a form of be, such as **am, is, was, were, are,** or **been**.

The presence of a be-verb, however, does not necessarily mean that the sentence is in passive voice.

Another way to recognize passive-voice sentences is that they may include a "by the..." phrase after the verb; the agent performing the action, if named, is the object of the preposition in this phrase.

**Helpful Hint**

You can recognize active voice because the subject will be doing the action.

**Recognizing Active Voice**

You can recognize active-voice expressions because the noun phrase will always include a form of a noun that does the action as shown by the verb. The agent performing the action, if named, is the subject of the sentence.

**EXERCISE ONE**

1. **Change the following sentences from active to passive voice.**
2. The tailor stitched a beautiful gown.
3. At the market the family bought fruits and vegetables.
4. The driver of the lorry hit the goats lying on the road.
5. The naughty children slashed the beans in the garden.
6. Class prefects prepare registers for their teachers.

**ANSWERS FOR EXERCISE ONE**

1. A beautiful gown was stitched by the tailor.
2. Fruits and vegetables were bought from the market by the family.
3. The goats lying on the road were hit by the lorry driver.
4. The beans in the garden were slashed by the naughty children.
5. Registers are prepared by class prefects for their teachers.

**EXERCISE TWO**

1. **Change the following sentences from passive to active voice.**
2. The food was cooked by the school cooks.
3. Presents were given to the best performers by the authorities during the ceremony.
4. Members of parliament were supported by the citizens on the new agenda.
5. Dirty clothes were washed.
6. Cutlery and crockery bought by the maids for the wedding were expensive.

**ANSWERS FOR EXERCISE TWO**

1. The school cooks cooked the food.
2. Authorities gave the best performers presents during the ceremony.

i) During the ceremony, authorities gave best performers presents.

1. Citizens supported members of parliament on the new agenda.

i) On the new agenda, citizens supported the members of parliament.

1. Put any noun/pronoun here:
2. They washed dirty clothes.
3. Mary washed dirty clothes.
4. Tom and Mary washed dirty clothes … or any other
5. Maids bought expensive cutlery and crockery for the wedding.
6. For the wedding, the Maids bought expensive cutlery and crockery.

**EXERCISE THREE**

**Identify active and passive sentences from the list below and explain why you think the sentences belong to either of the groups.**

1. Margaret and Thomas opened the bag which had a lot of money.
2. The waiters were given certificates by their trainers.
3. Dentists remove our teeth when they find them rotten.
4. Candidates throw away examination question papers if they find them difficult.
5. Ripe mangoes were thrown down by monkeys
6. The chick was dropped by the eagle which had picked it from the ground.
7. We found the reading passages too long to read out loud.
8. Thieves dragged the heavy box to the corner of the room.
9. The sleeping child was taken away by the grand-mother.
10. Our friends prepared our beds so that we could sleep.
11. Wedding gifts are always wrapped well when they are bought.
12. They bought a new bicycle for their two years old girl.
13. Binamungu sold his property when he was going abroad.
14. The delicious food was gobbled up by the stray dogs.
15. Clerks had been paid by the cashiers before they went on leave

**B. QUOTED AND REPORTED SPEECH**

Reported or indirect speech refers to using a noun clause to report what someone has said. No quotation marks are used. Here are some examples and rules.

**How to use a direct speech ?**

a) It is only the speaker’s exact words of the speakers are in the quotation marks ( **“ “** ) .

**Examples** :

1) “Is Gashumba coming ? “ Asked Sarah .

2) Peter said, “My sister went to Kigali “.

3) “Go to school , “ said Amina .

**Exercises .**

**Punctuate the following sentences** .

1. My friend says I am ready to play .
2. He says you know your duty .
3. I have gone to school he said .
4. I am a girl Jane said .
5. The doctor said I am coming .

**INDIRECT SPEECH .**

**How to use indirect speech ?**

**(a) Inverted commas (quotation marks ) are not used .**

e.g. **Direct** : “I want water ? “ said Kate .

**Indirect** : Kate said that she wanted water .

(b) We use the word “ **That** “ after the reporting verb but it can be left out.

e.g. Mary said **that** she was reading .

( c **) Some words like pronouns and adverbs are changed accordingly** .

e.g. -“My father is coming “ said Tim . **(Direct)**

- Tim said that his father was coming . ( **Indirect )**

(d**) If the reporting verb is the present tense . The tense does not change .**

e.g. – **Direct** : Juma **says :** “The sun rises from the East “ .

- **Indirect** : Juma **says** that the Sun rises from the East .

-**Direct :** “ I do n’t eat beef “ he **says** .

- **Indirect** : He **says** that he does n’t eat beef .

**(e) When the reporting verb is in the past tense , the tense is changed .**

e.g. **Direct** : Hellen said , “ I must pass my exams “ .

**Indirect :** hellen said that she had to pass her exams .

**Direct :** “ I have eaten beef , “ he said .

**Indirect** : He said that he had eaten beef .

(f) **When talking about things which are obvious , the tense does not change even if the reporting verb is in the past tense.**

**Examples .**

**-Direct** : “The Sun shines during the day “ said the teacher .

-**Indirect** : The teacher said that the Sun shines during the day .

-**Direct** : Mother said : “ The sun sets in the West “

-**Indirect** : Mother said that the Sun sets in the West.

**(g) When the reporting verb is in the past tense , the tense is changed .**

**Examples** :

-**Direct** : Hellen said ,” I must pass my exam “

**-Indirect** : Hellen said that she had to pass her exams .

(h) **When talking about things which are obvious , the tense does not change even if the reporting verb is in the past tense.**

**Examples** :

-**Direct** : “ The Sun shines during the day “ said the teacher .

- **Indirect** : “ The teacher said that the Sun shines during the day .

-**Direct :** Mother said , “ The Sun sets in the West “ .

-**Indirec**t : Mother said that the Sun sets in the West .

**How the pronouns changes ?**

|  |  |
| --- | --- |
| **DIRECT SPEECH** | **INDIRECT SPEECH** |
| -Am  -Is  -Are  -He / She  -You  -Us  -I  -Our  -Me  -my  -We | -Was  - Was  - Were  him/her/they  - them  -them  -him/her  -their  -her / him  -Hers/ his  -They |

1. **Some other important changes**

|  |  |
| --- | --- |
| **Quoted speech** | **Reported speech** |
| This | That |
| These | Those |
| Here | There |
| Ago | Before |
| Today | That day |
| Yesterday | The day before |
| Last night | The previous night/the night before |
| Last year | The previous year/ the year before |
| Now | Then |
| Shall /Will | Would |
| Next week , month | The following week , month |
| Tomorrow | The next day . |
| May | Might |
| Can | Could |
| Has / have | Had |

**TENSES CHANGES IN INDIRECT REPORTING .**

|  |  |
| --- | --- |
| **DIRECT SPEECH** | **INDIRECT SPEECH** |
| Simple present | Simple past |
| Present continuous | Past continuous |
| Present perfect | Past perfect |
| Present perfect continuous | Past perfect Continuous |
| Simple past | Past perfect |
| Past continuous | Past perfect Continuous |
| Future simple | Future perfect |
| Past perfect | Past perfect ( Remain unchanged ) |

**1. INDIRECT STATEMENTS .**

* + - 1. **Reporting present tenses changes to simple past**

Examples

|  |  |
| --- | --- |
| **Quoted speech** | **Reported speech** |
| “My parents are sick,” she said. | She said **that** her parents were sick. |
| She said, “I am watching television.” | She said **that** she was watching television. |
| She said, “I have watched television.” | She said **that** she had watched television. |
| “We clean our classes “ said the pupils | The pupils said **that** they cleaned their classes . |

* + - 1. **The present continuous changes to the pat continuous .**

|  |  |
| --- | --- |
| **DIRECT SPEECH** | **INDIRECT SPEECH** |
| Kate said “ I am peeling cassava now “ | Kate said that She was peeling cassava then . |
| “ He is teaching me “ Said Maria | Maria said that he was teaching her . |
| Peter said “ I am walking home now “ | Peter said that he was walking home then . |

* + - 1. **The present perfect changes to the past perfect tense .**

|  |  |
| --- | --- |
| **DIRECT SPEECH** | **INDIRECT SPEECH** |
| **Jane said “ We have bought mangoes “** | **Jane said that they had bought mangoes .** |
| **The teacher said , “I have taught you for a long time “** | **The teacher said that she had taught them for a long time .** |

* + - 1. **The present perfect continuous changes to past perfect continuous tenses**

|  |  |
| --- | --- |
| **DIRECT SPEECH** | **INDIRECT SPEECH .** |
| “ He has been playing tennis ball “ said Joshua | Joshua said that he had been playing tennis . |
| “We have been swimming “ said the girls | The girls said that she had been swimming . |

* + - 1. **The past simple changes to the past perfect tense .**

|  |  |
| --- | --- |
| **DIRECT SPEECH** | **INDIRECT SPEECH** |
| “We were planting seedlings “ said the boys . | The boys said that they had been planting seedlings |
| “She was lying to me “ Said Charles | Charles said that she had been lying to her |

* + - 1. **Reporting the past tenses.**

|  |  |
| --- | --- |
| **Quoted speech** | **Reported speech** |
| She said, “I watched television.” | She said that she watched/had watched television |
| She said, “I had watched television.” | She said that she had watched television |

* + - 1. **Future continuous changes to Conditions continuous .**

|  |  |
| --- | --- |
| **DIRECT SPEECH** | **INDIRECT SPEECH** |
| She said , “I will be using the car next Friday “ | She said that she would be using the car the following Friday . |

* + - 1. **The past perfect remains unchanged .**

|  |  |
| --- | --- |
| **DIRECT SPEECH** | **INDIRECT SPEECH** |
| “: I had taken my shoes for repair “ said our uncle | Our uncle said that he had taken her shoes for repair . |
| He said “I had gone to fetch water when you came “ | He said that he had gone to fetch water when you came . |

**Notes**: The simple past can usually stay the same or can change to the past perfect in reported speech. The past perfect tenses does not change. Sometimes in spoken English no change is made especially if the speaker is reporting something immediately or soon after it was said and when the reported sentence deals with the general truth.

**Examples:**

* What did the teacher just say? I didn’t hear him.
* I didn’t go to class yesterday. Did Mr. Jones make any assignment?

|  |  |
| --- | --- |
| **Immediate reporting** | **Later reporting** |
| He said that Kigali is the largest city in the Rwanda | He said that Kigali is the largest city in the Rwanda . |
| He said that he wants us to read chapter six. | He said that he wanted us to read chapter six. |

* + - 1. **Reporting “will”**

Notes: “**Will”** changes to “would” in reported speech.

Example

|  |  |
| --- | --- |
| **Quoted speech** | **Reported speech** |
| Tom said, “I am going away for a few days. I’ll phone you when I get back.” | Tom said that he was going away for a few days and would phone me when he got back. |

* + - 1. **Reporting modal verbs**

Notes: **Must, might, could, would, should, and ought to** do not generally change in reported speech. **May** normally changes to **might** and **must** to **had to** especially when it expresses obligation or order. **Shall** changes to **would** when it refers to the future or it can change to **should** if it refers to suggestion.

Examples

|  |  |
| --- | --- |
| **Quoted speech** | **Reported speech** |
| She said, “I may watch television.” | She said that she might watch television. |
| She said, “I must watch television.” | She said that she must/had to watch television. |
| “I shall go to town tomorrow,” said John | John said that he would go to town the following day |
| “Shall I talk to him?” he said | He asked me if he should talk to him. |
| She said, “I would watch television.” | She said that she would watch television. |
| He said, “I ought to watch television.” | He said that he ought to watch television. |

**2. INDIRECT ORDER / INDIRECT COMMANDS**

**Reporting imperatives and requests / indirect order**

Examples:

|  |  |
| --- | --- |
| **Quoted speech** | **Reported speech** |
| “Stay in bed for a few days,” the doctor told me. | The doctor told me to stay in bed for a few days; |
| “Don’t shout in class,” I said to the students. | I told the students not to shout in class. |
| “Please, don’t tell anyone what happened,” Ann said to Tom. | Ann asked Tom not to tell anyone what (had) happened. |
| “can you open the door for me, Tom,” asked Ann. | Ann asked Tom to open the door for her. |
| “Get out of bed “ Father ordered Bob | Father ordered Bob to get out of bed . |
| “Clap your hands “ Keza told them | Keza asked them to clap their hands . |
| He said “ Do not kill the snake now “ | He asked not to kill the snake then . |
| The doctor said to me : “ Stop smoking “ | The doctor told me to stop smoking . |
| “ Could you please be quiet , ? she said . | She asked me to be quiet . |
| The man with the gun said to us , “ Don’t move “ | The man with the gun warned us not to move . |

1. **REQUESTS FOR OBJECTS .**

Are reported using the pattern : Ask+ for + object .

|  |  |
| --- | --- |
| DIRECT SPEECH | INDIRECT SPEECH |
| “Can I have an apple ? “ , she asked | She asked for an apple . |
| “Can I have the newspaper , please ? “ | He asked for the newspaper . |
| “May I have a glass of water ? “ he said | He asked for a glass of water |
| “ Sugar , please ! “ | She asked for the sugar . |
| “ Could I have three kilos of onions ? “ | He asked for three kilos of onions . |

1. **Reporting questions, offers, suggestions, requests or advice**

Note: In **yes/no** questions the noun clause usually begins with **if or whether**. With **question-word questions**, we keep the same word order as in a statement but we can also a to-infinitive except after **why.**

Examples:

|  |  |
| --- | --- |
| **Quoted speech** | **Reported speech** |
| “Do you like to watch television?” She asked. | She wanted to know if I liked to watch television. |
| “Who were you looking for?” he asked me. | He wanted to know who I was looking for. |
| “How shall I repair it?” He asked. | He wanted to know how to repair it/how he should repair it. |

1. **Reporting modal verbs**

Notes: ***Must, might, could, would, should, and ought to*** do not generally change in reported speech. ***May*** normally changes to ***might*** and ***must*** to ***had to*** especially when it expresses obligation or order. ***Shall*** changes to ***would*** when it refers to the future or it can change to **should** if it refers to suggestion.

|  |  |
| --- | --- |
| **Quoted speech** | **Reported speech** |
| She said, “I may watch television.” | She said that she might watch television. |
| She said, “I must watch television.” | She said that she must/had to watch television. |
| “I shall go to town tomorrow,” said John | John said that he would go to town the following day |
| “Shall I talk to him?” he said | He asked me if he should talk to him. |
| She said, “I would watch television.” | She said that she would watch television. |
| He said, “I ought to watch television.” | He said that he ought to watch television. |

3. **INDIRECT QUESTIONS .**

Questioning words like : **What ; Where ; When ; Who ; Which ; Whose ;** **How** . Here we use the questioning word as a conjunctions .

|  |  |
| --- | --- |
| **DIRECT SPEECH** | **INDIRECT SPEECH** |
| He asked , “ Why are you late today “ | He asked me why I was late that day . |
| She asked “ When must I bring the baby for immunization ? “ | She asked when she had to take the baby for immunization . |
| The teacher asked , “Where is Mutesi today ? “ | The teacher asked me where Mutesi was that day . |
| “How are you going back home ? “ Kate asked . | Kate asked how I was going back home . |
| “Whose clothes are these ? “ They asked . | They asked whose these clothes were . |

Note : The reporting verbs are commonly use : “ wondered , wanted to know , asked , inquired and others .

**INTERROGATIVE FORM IN INDIRECT SPEECH .**

We use “ **If “** or “ **whether** “ instead of using the word “ **that “** .

|  |  |
| --- | --- |
| **DIRECT SPEECH** | **INDIRECT SPEECH** |
| He asked “ Is there anybody in this house now ? “ | He asked whether there was somebody in that house then . |
| He asked her , “ Will you marry me “ | He asked her if he would marry her . |
| They asked , “ Must we come with our parents today ? “ | They asked if they had to go with their parents that day . |
| Aline asked “ Were you going to school this morning ? “ | Aline aske whether I was going to school that morning . |
| Paul asked , “ Did you do this work from here ? “ | Paul asked him if he had done that work from here . |
| “ Are you going with us ? “ Father asked him | Father asked him if he was going with them . |
| Job asked “ Did you get your letter Juma ? “ | Job asked If Juma had got his letter . |

Note : The past tense of “ **must** “ is “ **had to** “ .

**EXERCISES** .

A. **Rewrite in indirect speech** .

* + - 1. He says “ I am a boy “
      2. Martha says “I am sick “
      3. The doctor says “I want to see Anna “
      4. “You are naughty , “ says the father .
      5. Her aunt says , “ I am coming “

B. **Change the sentences in indirect speech**

1. He said , “ I will do it “
2. “ This book is ours “ , She said .
3. “ My stomach is paining , “ Irene said .
4. “We both saw it last night , john said .
5. “ I must write to my mother now , “ She said .
6. “ I have to go now “ , Tom said .
7. Peter said , “ I must write a book “
8. “ Did you watch the television last night ? “ The teacher asked us .
9. He asked her “ Did Sharon bring this bag today ? “
10. “ Must James bring his blanket with him tomorrow ? “ He asked .
11. “ Open the window “ ordered the teacher .
12. Paul said , “ Don’t hit Ben “
13. They said , “ Don’t give us bananas ! “
14. “Are you Paul “ said the visitor to me .
15. The teacher said ,” The practice will start next week “
16. Paul said to his son , “ The world rotates around the sun . “
17. “ Our teacher is absent today , “ said David .
18. The mother said “ She gave him money .”
19. The teacher said to martin “ Go and get me a chair .”
20. I said to her “ what are you doing ? “

**ARTICLES .**

**THE INDEFINITE ARTICLES** : “ **An , a** “ .

**A**  or **An** .

-Only countable things take “**a**” or “**an”** in singular numbers.

-Nouns only beginning with vowels . (**e; a; i; o; u** ) take “**an”** before them .

-All other nouns beginning with “ **Consonants”** take “**a”** before them .

**Article**  “ **a**”

**Examples :**

-a book , **a** pen , **a** radio , **a** pupil ; **a** diary ; **a** calculator , **a** bottle ; **a** street , **a** door , …..

Article “ **an** “

Examples .

-**An** orange ; **an** apple ; **an** egg ; **an** owl ; **an** umbrella ; **an** elephant ; **an** iron ; **an** ant ; **an** ox ; **an** angry man ; **an** old man ; **an** unhappy sigh ; **an** ugly woman ; **an** empty bucket .

-“**An”** is used before :

e.g; **An** hour ; **an** honest ; **an** honorable; **an** English man ;

**THE DEFINITE ARTICLE** “ **The** “

“**The** “ is used for :

1. **Before a specific thing.**

**Examples :**

a. The book over there , ( **refer to specific book** )

b. The orange tasted sour . ( **refers to a specific orange** )

c. The lion , the poor , the old ,…

**2. Before the noun which is the only one of its kind.**

**Examples :**

a. **The** world .

b. **The** Stars

c. **The** Moon .

d. **The** Sky .

e. **The** sea .

f. **The** prime Minister .

g. **The** world .

h**. The** Earth .

3. **Before names of certain seas ; mountains ; rivers** , etc .

**Examples** :

-**The** Kilimanjaro Mountains .

-**The** South China Sea .

-**The** Niagara Falls .

-**The** Jurong Bird Park .

4. **Before adjectives in the superlative form** .

**Examples :**

* **The** easiest thing .
* **The** nicest house.
* **The** most beautiful girl .
* **The** most intelligent man .

5. **In such expressions are** ;

**Examples :**

-**The** heat .

-**The** West .

-**The** North .

- **The** South

-**The** East

-**The** beginning .

-On **the** left .

- **The** weather .

-The truth .

-**The** top .

-On **the** back .

6**. Before these words.**

**Examples :**

-**The** first .

-**The** next .

-**The** Second .

**-The** last .

7. **Before the names of the following countries .**

**Examples :**

-**The** Republic of China.

-**The** United States of America.

-**The** United Arab Emirates.

**-The** Philippines.

-**The** Congo.

-**The** cook Islands .

-**The** United Republic of Tanzania.

8. **Before the name of holy book .**

**Examples** : **The** Bible , **The** Coran ; **The** Gita .

9. **Before of the name of Mountains .**

**Examples ;**

-**The** Alps mountain

-**The** Kilimanjaro . mountain

-**The** Everest mountain .

-**The** Nile river .

**REMARKS**

**THE ZERO ARTICLE** (Without “ **a, an ;the** “ )

The article are not used before the following ;

1. **Before the proper nouns :**

**Examples :** Bangkok , Kigali , Rwanda , Burundi , ….

1. **Articles are not used in plural forms .**

2. **Articles are not used on uncountable nouns .**

“ Water , maize, rice, oil , milk , sand , petrol , wheat , tea, coffee , sugar , gold , iron , copper, deer, people ,…

3. Article “ the “ will not use on the following;

a) In proper nouns : Albert , Kalisa , Peter , Helman ,….

b) **In material nouns .** ; Silver ; Water ; Rice , …..

c) **In abstract nouns** : Happiness ; Darkeness , ….

**EXERCISES .**

A. Write “:**a”** ; “**an”** or “the “ in the following sentences .

1. There is \_\_\_\_\_\_\_ dog \_\_\_\_\_\_\_\_\_ dog is very big.
2. She is \_\_\_\_\_\_\_\_\_ poor lady. We must help \_\_\_\_\_\_\_ poor.
3. Give him \_\_\_\_\_\_\_ cup of \_\_\_\_\_\_\_ tea.
4. There is \_\_\_\_\_\_\_\_\_\_ garden behind \_\_\_\_\_\_\_ school .
5. \_\_\_\_\_\_\_ horse is \_\_\_\_\_\_\_\_ Noble animal .
6. Joseph got \_\_\_\_\_\_\_\_\_ highest marks in English .
7. Which is \_\_\_\_\_\_\_ tallest buildings in \_\_\_\_ Nairobi.
8. \_\_\_\_\_\_\_\_ ant is \_\_\_\_\_\_ small insect
9. \_\_\_\_\_\_\_ sun sets in \_\_\_\_\_\_\_ West .
10. There is \_\_\_\_\_\_\_\_\_ book on that table \_\_\_\_\_\_\_\_\_\_ book is mine .
11. This is \_\_\_\_\_\_\_\_ ring \_\_\_\_\_\_\_ ring is made of \_\_\_\_\_\_ gold .
12. Write on \_\_\_\_\_\_\_ blackboard with \_\_\_\_\_\_\_ piece of chalk .
13. This is \_\_\_\_\_\_\_ house \_\_\_\_\_\_\_ house is big .
14. Honest is \_\_\_\_\_\_\_\_\_ best policy .
15. Who is \_\_\_\_\_\_\_\_\_\_\_ youngest boy in your class ?
16. \_\_\_\_\_\_\_\_ Earth is round and it moves around \_\_\_\_\_\_ Sun .
17. \_\_\_\_\_ lion is called \_\_\_\_\_\_\_ king of \_\_\_\_\_\_ forest .
18. \_\_\_\_\_\_\_\_\_ Ostrich is \_\_\_\_\_\_\_\_\_ biggest bird in \_\_\_\_\_\_\_ world .
19. \_\_\_\_\_\_\_\_ dog is \_\_\_\_\_\_\_\_ faithful animal .
20. There is \_\_\_\_\_\_\_\_ ice –icream .
21. \_\_\_\_\_\_\_\_ opera is \_\_\_\_\_\_\_\_\_\_ play in music \_\_\_\_\_\_\_ words are normally sung rather than spoken and \_\_\_\_\_\_\_\_\_ orchestra plays in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ background . It was invented in Italy around \_\_\_\_\_\_\_\_\_\_ year 1600 .
22. Of -\_\_\_\_\_\_\_ Seven wonders of \_\_\_\_\_ ancient world , only \_\_\_\_\_ pyramids of Gizah can still be seen today . \_\_\_\_\_\_\_\_\_\_\_ religion of \_\_\_\_\_\_\_ ancient Egyptians taught them that \_\_\_\_\_\_ soul had \_\_\_\_\_ immortal life .They believed that \_\_\_\_\_\_ safety and happiness of \_\_\_\_ body after death. \_\_\_\_\_\_\_ pyramids are really elaborate tombs for \_\_\_\_\_\_\_ protection of \_\_\_\_\_\_ dead bodies .
23. There is \_\_\_\_\_ snake under \_\_\_\_\_\_\_ bed .
24. We must help \_\_\_\_\_\_\_\_ poor and \_\_\_\_\_- sick .
25. Do you take \_\_\_\_\_\_\_\_ sugar in \_\_\_\_\_ tea ?
26. \_\_\_\_\_\_ Sky is above \_\_\_\_\_\_ Earth .
27. \_\_\_\_\_\_ dog is barking at \_\_\_\_\_\_\_ stranger .
28. Please get me two kilos of \_\_\_\_ rice and one kilo of \_\_\_\_\_\_ sugar .
29. Do you want to buy \_\_\_\_ card and \_\_\_\_\_\_ envelope from \_\_\_\_\_ Shop ?
30. \_\_\_\_\_\_\_\_ young must respect \_\_\_\_\_\_\_ elder .