

PEL 131 UNIT-3

COMMUNICATION SKILLS II



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UNIT 3

ENGAGING IN SMALL TALK

I. DIRECT AND INDIRECT SPEECH

Introduction

There are two ways to convey a message of a person, or the words spoken by a person to other person.

1. Direct speech

2. Indirect speech

Suppose your friend whose name is John tells you in school, "I will give you a pen". You come to home and you want to tell your brother what your friend told you. There are two ways to tell him.

Direct speech: *John said, "I will give you a pen".*

Indirect Speech: *John said that he would give me a pen.*

In direct speech the original words of person are narrated (no change is made) and are enclosed in quotation mark.

While in indirect speech some changes are made in original words of the person because these words have been uttered in past so the tense will change accordingly and pronoun may also be changed accordingly.

In indirect speech the statement of the person is not enclosed in quotation marks, the word "that" may be used before the statement to show that it is indirect speech.

Indirect speech is also called **reported speech** because reported speech refers to the second part of indirect speech in which something has been told by a person.

Reporting verb: The verb first part of sentence (i.e. he said, she said, he says, they said, she says,) before the statement of a person in sentence is called reporting verb.

Examples: In all of the following example the reporting verb is "said".

He **said**, "I work in a factory" (Direct speech)

He **said** that he worked in a factory. (Indirect speech)

They **said**, "We are going to cinema" (Direct speech)

They **said** that they were going to cinema. (Indirect speech)

Reported Speech. The second part of indirect speech in which something has been told by a person (which is enclosed in quotation marks in direct speech) is called reported speech. For example, a sentence of indirect speech is, *He said that he worked in a factory*. In this sentence the second part “*he worked in a factory*” is called reported speech and that is why the indirect speech as a whole can also be called reported speech.

Fundamental rules for indirect speech

1. Reported speech is not enclosed in quotation marks.
2. **Use of word “that”:** The word “that” is used as a conjunction between the reporting verb and reported speech.
3. **Change in pronoun:** The pronoun (subject) of the reported speech is changed according to the pronoun of reporting verb or object (person) of reporting verb (first part of sentence). Sometimes the pronoun may not change.

In following example the pronoun of reported speech is “I” which will be changed in indirect speech into the pronoun (Subject) of reporting verb that is “he”.

Example

Direct speech

He said, “I am happy”.

I said to him, “You are intelligent”

Indirect Speech

*He said that **he** was happy.*

I said him that he was intelligent.

(“You” changed to “he” the person of object of reporting verb)

1. **Change in time:** Time is changed according to certain rules like **now** to **then**, **today** to **that day**, **tomorrow** to **next day** and **yesterday** to **previous day**. Examples:

Direct speech: *He said, “I am happy today”*

Indirect Speech: *He said that he was happy **that day**.*

2. **Change in the tense of reported speech:** If the first part of sentence (reporting verb part) belongs to **past tense** the **tense of reported speech will change**. If the first part of sentence (reporting verb part) belongs to **present or future tense, the tense of reported speech will not change**. Ex:

Direct speech

Indirect Speech

He said, “I am happy”.

He said that he was happy. (Tense of reported speech changed)

He says, “I am happy” He said that he is happy. (Tense of reported speech didn’t change)

Table for change in tense of reported speech for all TENSES.

DIRECT SPEECH	INDIRECT SPEECH
PRESENT TENSE	
PRESENT SIMPLE changes into PAST SIMPLE	
He said, “I write a letter”	He said that he wrote a letter.

She said, "He goes to school daily"	He said that she went to school daily.
PRESENT CONTINUOUS changes into PAST CONTINUOUS	
He said, "He is listening to the music" She said, "I am washing my clothes"	He said that he was listening to the music. She said that she was washing her clothes.
PRESENT PERFECT changes into PAST PERFECT	
She said, "He has finished his work" He said, "I have started a job"	She said that he had finished his work. He said that he had started a job.
PRESENT PERFECT CONTINUOUS changes into PAST PERFECT CONTINUOUS	
He said, "I have been studying since 3 O'clock" She said, "It has been raining for three days."	He said that he had been studying since 3 O'clock. She said that it had been raining for three days.
PAST TENSE	
PAST SIMPLE changes into PAST PERFECT	
He said to me, "You answered correctly" John said, "They went to cinema"	He said to me that I had answered correctly. John said that they had gone to cinema.
PAST CONTINUOUS changes into PAST PERFECT CONTINUOUS	
They said, "We were enjoying the weather" He said to me, "I was waiting for you"	They said that they had been enjoying. He said to me that he had been waiting for me.
PAST PERFECT changes into PAST PERFECT (tense does not change)	
She said, "She had visited a doctor" He said, "I had started a business"	She said that she had visited a doctor. He said that he had started a business.
PAST PERFECT CONTINUOUS changes into PAST PERFECT CONTINUOUS (tense does not change)	
They complained, "We had been waiting for hours". "We had been living in Paris", they told me.	They complained that they had been waiting for hours. They told me that they had been living in Paris.
FUTURE TENSE	
FUTURE SIMPLE TENSE WILL changes into WOULD	
He said, "I will study the book" She said, "I will buy a computer"	He said that he would study the book. She said that she would buy a computer.
FUTURE CONTINUOUS TENSE WILL BE changes into WOULD BE	
I said to him, "I will be waiting for him" She said, "I will be shifting to new home"	I said to him that I would be waiting for him. She said that she would be shifting to a new home.
FUTURE PERFECT TENSE WILL HAVE changes into WOULD HAVE	

He said, "I will have finished the work" She said, "They will have passed the examination"	He said that he would have finished the work. She said that they would have passed the examination.
FUTURE PERFECT CONTINUOUS TENSE WILL changes into WOULD	
He said, "We will have been watching a movie."	He told me that they would have been watching a movie.
He said, "I will not have been painting the wall."	He told me that he would not have been painting the wall.

***Note:** *The tense of reported speech may not change if reported speech is a universal truth though its reporting verb belongs to past tense.*

Examples:

Direct speech

He said, "Mathematics is a science"

He said, "The sun rises in east"

Indirect Speech

He said that mathematics is a science.

He said that the Sun rises in east.

Indirect speech for Interrogative (question) sentence

For **changing** interrogative **(question) sentence** into **indirect speech** we have to **observe the nature of question** and then change it into indirect speech according to its rules for indirect speech. A question can be of two types. **One type is which can be answered in only YES or NO and other type which needs a little bit explanation for its answer** and cannot be answered in only YES or NO.

Examples

Do you like music? (It can be answered in YES or NO)

How are you? (It cannot be answered in YES or NO but it needs a little bit explanation *i.e.*, I am fine.)

Questions which can be answered in YES/NO.

To change questions (which can be answered in yes or no) into indirect speech, word **"if" or "whether"** is used before the question in indirect speech.

Rules for change in tense of question sentences are same as for change in normal tenses in indirect speech but **sentence will not start with the auxiliary verb of the tense.**

The word **"that"** is not used between reporting verb and reported speech as a conjunction in **indirect speech for question sentence**. Question mark is not used in indirect speech.

Examples

Direct speech: He said to me, "Do you like music?"

Indirect Speech: He asked me **if** I liked music. (Not, did I like music)

Or Indirect Speech: He asked me **whether** I liked music.

Direct speech: She said, "Will he participate in the quiz competition?"

Indirect Speech: She asked me **if** he would participate in quiz competition.

Direct speech: I said to him. "Are you feeling well?"

Indirect Speech: I asked him *if* he was feeling well.

Question which cannot be answered in YES/NO.

To change such questions into indirect speech, the words "if" or "whether" is not used. The tense of the question is changed according to the rules for change in normal tenses in indirect speech but sentence will not start with the auxiliary verb of the tense. The word, "that", is not used between reporting verb and reported speech as a conjunction in indirect speech for question sentence.

Question mark is not used in indirect speech.

Examples:

Direct speech: He said to me, "How are you?"

Indirect speech: He asked me *how* I was. (Not, how was I)

Direct speech: Teacher said to him, "What is your name?"

Indirect speech: Teacher asked him *what* his name was.

Direct speech: She said to him, "Why did you come late?"

Indirect speech: She asked him *why* he had come late.

Indirect speech for exclamatory and imperative sentences

Indirect speech of imperative sentence:

A sentence which expresses command, request, advice or suggestion is called *imperative sentence*. For example,

- Open the door.
- Please help me.
- Learn your lesson.

To change such sentences into indirect speech, the word "ordered" or "requested" or "advised" or "suggested" or "forbade" or "not to do" is added to reporting verb depending upon nature of imperative sentence in reported speech.

Examples

Direct speech	Indirect Speech
He said to me, "Please help me"	He <i>requested</i> me to help him.
She said to him, "You should work hard for exam"	She <i>suggested</i> him to work hard for exam.
He said, "Open the door"	He <i>ordered</i> to open the door.
They said to him, "Do not tell a lie"	They said to him <i>not to</i> tell a lie.
The teacher said to student, "Do not waste time"	The teacher advised the students <i>not to</i> waste time.

Indirect speech of exclamatory sentences

Sentence which expresses state of joy or sorrow or wonder is called exclamatory sentence.

Ex: • Hurrah! We won the match. • Alas! I failed the test. • Wow! What a nice shirt it is.

To change such sentences, the words “exclaimed with joy” or “exclaimed with sorrow” or “exclaimed with wonder” is added in the reporting verb depending upon the nature of exclamatory sentence in indirect speech.

Examples.

Direct speech	Indirect Speech
He said, “Hurrah! I won a prize”	He <i>exclaimed with joy</i> that he had won a prize.
She said, “Alas! I failed in exam”	She <i>exclaimed with sorrow</i> that she had failed in the exam.
John said, “Wow! What a nice shirt it is”	John <i>exclaimed with wonder</i> that it was a nice shirt.
She said, “Hurrah! I am selected for the job”	She <i>exclaimed with joy</i> that she was selected for the job.

Indirect speech for sentence having MODALS, “can, may, must,”

Present modals are changed to past modals

Direct Speech	Indirect Speech
CAN changes into COULD	
He said, “I can drive a car” She said, “He can play a violin.”	He said that he could drive a car. She said that he could play a violin.
MAY changes into MIGHT	
He said, “I may buy a computer” She said, “He may visit a doctor.”	He said that he might buy a computer. She said that he might visit a doctor.
MUST changes into HAD TO	
He said, “I must work hard” She said, “They must carry on their work”	He said that he had to work hard. She said that they had to carry on their work.

II. Vocabulary and Phrases Related to Small Talk, Importance of Small Talk

What is small talk?

Small talk is more of a casual form of conversation that allows people to “break the ice” or can be used if there is an awkward silence between two or more people.

Where do people make small talk?

Most often small talk occurs in places where people are waiting for something

- Water cooler
- Cafeteria / Kiosks
- Queues at any store/ booking desk

- Elevator
- Also at public gatherings / social event

When do people make small talk?

- When you meet someone for the first time
- When someone greets you
- When someone smiles and acknowledges your presence
- When someone is alone but not busy with or engrossed in his/ her work
- When it is a break- time in between any program/ session

Why do people make small talk?

- Enables a person to cope up with his/ her language skills
- Helps one to learn manners and social etiquette
- Provides a medium to build business deals
- Polishes one's interpersonal skills
- Encourages one to gain multiple views and opinions on the same topic and broadens one's horizon

Tips for Making Small Talk

A study at the Stanford University School of Business tracked a group of MBAs 10 years after they graduated. The result? Grade point averages had no bearing on their success -- but their ability to converse with others did.

Being able to connect with others through small talk can lead to big things, according to Debra Fine, author of 'The Fine Art of Small Talk.' A former engineer, Fine recalls being so uncomfortable at networking events that she would hide in the restroom. Now a professional speaker, Fine says the ability to connect with people through small talk is an acquired skill.

Fine and her fellow authorities on schmoozing offer the following tips for starting -- and ending -- conversations:

1. As you prepare for a function, come up with three things to talk about as well as four generic questions that will get others talking.
2. Be the first to say "hello." If you're not sure the other person will remember you, offer your name to ease the pressure. For example, "Charles Bartlett? Lynn Schmidt... good to see you again." Smile first and always shake hands when you meet someone.
3. Take your time during introductions. Make an extra effort to remember names and use them frequently.
4. Get the other person talking by leading with a common ground statement regarding the event or location and then asking a related open-ended question. For example, "Attendance looks higher than last year, how long have you been coming to these conventions?" You can also ask them about their trip in or how they know the host.
5. Stay focused on your conversational partner by actively listening and giving feedback. Maintain eye contact. Never glance around the room while they are talking to you.

6. Listen more than you talk.

7. Have something interesting to contribute. Keeping abreast of current events and culture will provide you with great conversation builders, leading with "What do you think of...?" Have you heard...?" What is your take on...?" Stay away from negative or controversial topics, and refrain from long-winded stories or giving a lot of detail in casual conversation.

8. If there are people you especially want to meet, one of the best ways to approach them is to be introduced by someone they respect. Ask a mutual friend to do the honors.

9. If someone hands you a business card, accept it as a gift. Hold it in both hands and take a moment to read what is written on it.

10. Watch your body language. People who look ill at ease make others uncomfortable. Act confident and comfortable, even when you're not.

11. Before entering into a conversation that's already in progress, observe and listen. You don't want to squash the dynamics with an unsuited or ill-timed remark.

12. Have a few exit lines ready, so that you can both gracefully move on. For example, "I need to check in with a client over there."

Examples of small talk for weather, weekend, family, sports, films, people

Using the weather for small talk

Kind of chilly this morning, isn't it?

What a beautiful morning!

A bit windy, but beautiful.

It's never that hot at this time of the year.

It's been raining for weeks.

Is this never going to end?



Using weekend for small talk

How did you spend the weekend?

Did you do anything special?

How was your weekend?

Using family for small talk

Robert: How's Jane doing? I haven't seen her for ages.

Linda: Oh, she's fine. She just got a job with the government.

Robert: That's great news. We should get together one of these days. Sarah would love to see you both, too.

Linda: Sure. That'd be great. ...

More examples

How are the kids?

Give my regards to your husband.

Why don't you come over for dinner one of these days?

Using sports for small talk

David: Did you see the game last night?

Jason: No, I missed it. Was it a good game?

Using films for small talk

Sarah: Have you seen the Hangover 3? We went to see it last night.

Jane: How was it?

Sarah: Jason thought it was hilarious, but I was a bit disappointed.

More examples

You should definitely go for it. You must see that!

Using people for small talk

Have you heard? Kitty is getting married.

Don't tell anyone, but apparently David is going to be promoted.

SAMPLE DIAOGUES WITH MORE THAN ONE OPTION TO ANSWER THE SAME QUESTION:

Example: How's the family? - They're very well, thank you.

Small talk conversation exercise

a I've just bought a new car – Ford Escort.

(i) Really? I've heard it is a very bad car.

(ii) Really? Why did you do that?

(iii) Really? Are you pleased with it?

b My daughter Sarah has gone to Oxford University.

(i) Really? What is she studying?

(ii) I don't believe you!

(iii) Oh, that must be very expensive!

c I'm afraid I have a bad cold.

(i) Keep away from me! I don't want to catch it.

(ii) I knew someone who died from a bad cold.

(iii) That's very bad luck. But thank you for coming to the meeting.

d Our national team will be in the World Cup if we beat Germany.

(i) Germany has a good team. You're not going to win.

(ii) Germany has a good team. I'm sure it will be a great game.

(iii) Anyone can beat Germany. They have a terrible team.

VOCABULARY

S.no.	Word/ phrase	Meaning	Synonym	Antonym
1	Rendezvous	A meeting or a place where people meet		
2	Formal	Adhering to official standards, befitting an authority	Conventional, stately	Informal, casual
3	Informal	Not officially recognised	Relaxed, Casual, Unofficial	Formal, Stately, Official
4	To rendezvous	To meet, to get together	To assemble, to group	To scatter
5	Etiquette	Rules governing socially acceptable behaviour	Mannerisms	Bad manners, impolite
6	Errand	A short trip that is taken in the performance of a necessary task or mission	Trip	
7	Sync	To occur at the same time or in the same pattern	Synch, Synchronization	Unsynchronized, Nonsynchronous
8	Tackle	Accept as a challenge	Undertake, take on, handle	Withdraw, give up
9	Breaking the ice	To end or avoid an awkward situation by starting a conversation with someone about something.	Open up, lead the way, take the plunge, break ground, start the ball rolling	To remain reserved
10	Establish	Start a new organization, set up or lay the groundwork	Institute, validate, launch, build	Abolish
11	Acquaintance	A relationship less intimate than friendship	Familiarity, Known	Stranger, unknown
12	Acknowledge	Express recognition, declare to be true or admit the existence	Recognise, admit, know	Derecognise, disavow, deny

13	Tentatively	Under terms not final or fully worked out or agreed upon	Provisional, probationary, doubtful	Finalized, confirmed
14	Probe	An exploratory action or expedition. Investigate thoroughly to see if true.	Investigation, Examination. Dig into, poke into.	Overlook, Ignore, neglect
15	Aggressive	Having or showing determination and energetic pursuit of your ends	Belligerent	Passive, docile, inactive

Read the small talk below

Pearl: Hi there.

Ruthven: Hi, I haven't seen you around here before. Have you worked here long?

Pearl: No, I've only been here a few months. I work in the Human Resources Department.

Ruthven: Oh, that must be why I haven't seen you around. I'm in Sales

Pearl: Sales sounds like an interesting job.

Ruthven: It's okay. Hey, you look like you could really have a coffee.

Pearl: Yes, it's been a really hectic week.

Ruthven: Tell me about it! At least it's supposing to be a nice weekend.

Pearl: Yes, I've heard that they are calling for blue skies.

Ruthven: Say, did you happen to catch the game last night?

Pearl: No, I was working late.

Ruthven: It was a great game. We won in overtime.

Pearl: Actually, I don't even know who was playing. I don't really follow sports. Well, I better get back to my desk.

(**Ruthven** did not take the cue that **Pearl** wants to end the conversation.)

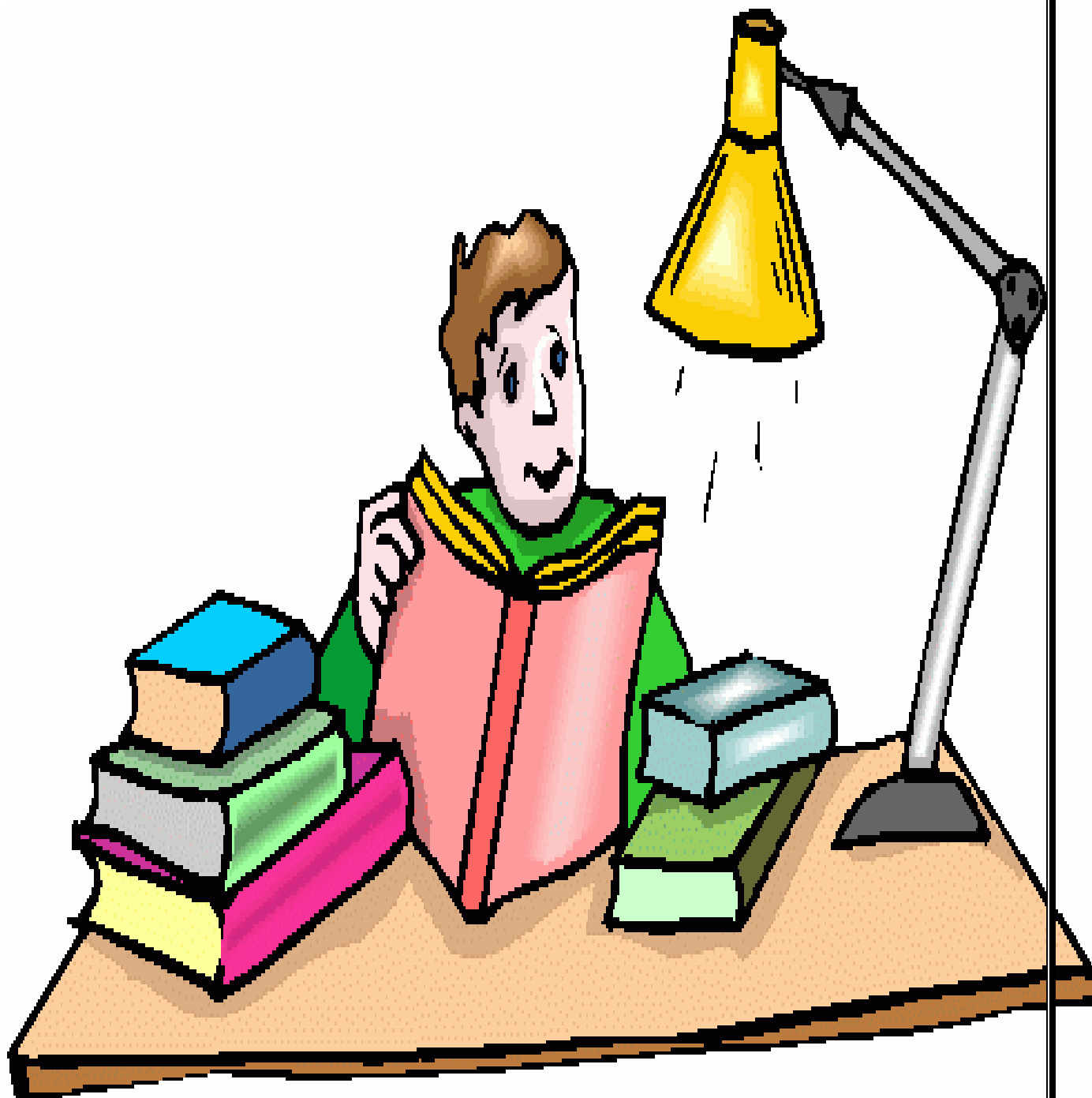
Ruthven: Speaking of desks, what do you think of the new office furniture?

Pearl: It's nice, but I would rather get paid for my overtime hours than have new furniture.

Ruthven: Oh. Well, I think I'll be heading home early today. It looks like it might snow.

Pearl: Okay, bye.

PEL 131 UNI-3 Tutorial Exercises



COMMUNICATION SKILLS-II

Unit-III

Q3.1. I Conversation about two people asking each other what they do for a living.

David: Hello, my name is David. 1 ✓

Jenny: Hi, I'm Jenny. It's nice to meet you too.

David: Am sorry. What was your name again?

Jenny: Jenny.

David: So Jenny, What 2? ✓

Jenny: I work at the local school teaching English. What do you for a living?

David: I'm also an English teacher, but am currently out of work.

Jenny: 3. It has been really nice talking to you. ✓

David: Yes. 4 meeting you. ✓

2 do you do for a living 4 It was a great pleasure 1 It's nice to meet you 3 Sorry to hear that

Q3.1 II First day at work conversation

Mike: Good morning, John.

John: Good morning, Mike.

Mike: Let me 1 and then I will give you a tour of our facility. ✓

Mike: Here is your cubicle, your “home away from home” from 8:00 to 5:00 every day, John.

John: Oh, very nice!

Mike: Drop your belongings here, and let's go!

John: OK, I am ready Mike.

Mike: That is Mary over there. She is our senior financial analyst. You will be working with her in the future. 2 to her. ✓

Mike: Mary, this is John, our department's new addition.

Mary: Welcome aboard, John. I am 3. Boy! I was swamped with work the last couple of weeks. But, I can see myself going home at a more decent time from now on. ✓

John: Thank you. I am very happy to be here. Just let me know whenever you need me. I am 4. ✓

Mike: I am giving John a tour of our facility so that he knows his way around here.

Mary: 5, John. ✓

John: OK, Mary.

glad to be of any assistance

very glad to see you

See you later

let's go say hi

take you to your cubicle

Q3.1 III Conversation about a brief conversation between 2 old friends meeting by chance at a cafe

Sarah: Hello Jason, how are you, _____ since we last met?

Jason: Oh, hi Sarah I'm have got a new job now and is going great. _____?

Sarah: Not too bad.

Jason: How often do you eat at this cafe?

Sarah: This is my first time my friends kept telling me the food was great, so tonight I decided to try it. _____?

Jason: I have been so busy with my new job that I have not had the time to do much else, but otherwise, me and the family are all fine.

Sarah: Well, _____ lovely meal.

Jason: Yes you too.

I hope you and your family have a

How about you

it's been a long time

What have you been up to

Ques 3.2 -

Part I - To complete the exercise on small talk read each question and choose the most suitable response for it.

a I've just bought a new car – Ford Escort.

(i) Really? I've heard it is a very bad car.

(ii) Really? Why did you do that?

(iii) Really? Are you pleased with it?

b My daughter Sarah has gone to Oxford University.

(i) Really? What is she studying?

(ii) I don't believe you!

(iii) Oh, that must be very expensive!

c I'm afraid I have a bad cold.

(i) Keep away from me! I don't want to catch it.

(ii) I knew someone who died from a bad cold.

(iii) That's very bad luck. But thank you for coming to the meeting.

d Our national team will be in the World Cup if we beat Germany.

(i) Germany has a good team. You're not going to win.

(ii) Germany has a good team. I'm sure it will be a great game.

(iii) Anyone can beat Germany. They have a terrible team.

Part II – Choose the correct option

e. Robert: How's Jane doing? I haven't seen her for ages.

Linda: Oh, she's fine. She just got a job with the government.

Robert: That's great news. _____. Sarah would love to see you both, too.

Linda: Sure. That'd be great. ...

i) We should get together one of these days

ii) I always knew she'll do something great

iii) She has always been an achiever

iv) We should talk about our partnership

f. **Jane** What time is it? We are going to be late for Sarah's party!

David It's a quarter past six. We are on time. The party starts at 7 pm. _____.

i) I have bought a gift already

ii) Don't worry we will be fine

iii) She might not be expecting us

iv) We should take John along

g. Chloe: Hey, Deborah. take a look at those desserts they look so good! How about baking a cake when we get home?

Deborah: Hmm ... Yes, that's a brilliant idea! We better buy some ingredients then, while we are here.

Deborah: OK, _____?

Chloe: The recipe I use calls for flour, sugar, icing sugar and butter. Oh! I nearly forgot, and we also need some eggs and chocolate chips and a chocolate flake to sprinkle on top.

i) how much time does it take to bake

ii) shall I buy onions too

iii) do you know what we need to bake a cake

iv) which flavor would you like

h. **William:** Excuse me, am sorry to trouble you, but could you tell me how I can get to the train station?

Kate: Yes no problem, it's that way. Keeping walking straight ahead then after you pass the library you have to turn left. then take your first right and it's across from the bus station. You cannot miss it!

William: Thank you so much! _____ .

Kate: Oh, I know that feeling. Me and my husband moved here a 6 months ago, and I still don't know how to find certain places! Manchester is so big.

i) I have only been in Manchester for 2 days, so I don't know how to get anywhere yet.

ii) I am very poor with directions.

iii) I came back to Manchester after a long time.

iv) You seem to be a local resident

i) **Hotel reception:** Reception Linda speaking. How can I help you today?

Bridget: Hello, I'm staying in room 321. I would like you to send someone to clean the room, if it is possible?

Linda: Sure. _____ ?

Bridget: Well, me and my family are leaving in 15 minutes. Could you send someone after we have left.

i) When do you plan to check out

ii) Do you want a vacuum cleaning

iii) Do you want it cleaned now or do you have a time in mind

iv) When are you leaving

j) **Mr Smith:** Good afternoon


Receptionist: Hello Mr Smith

Mr Smith: I would like to make an appointment to see the doctor as soon as possible please.

Receptionist: Am sorry the doctor is very busy today, but he is free this tomorrow morning. is 9am all right for you?

Mr Smith: _____ , thank you for your time.

Receptionist: you are welcome see you tomorrow.

- 
- i) I am afraid that is not suitable
 - ii) Yes, that is fine thanks I will there for 9
 - iii) I'll call tomorrow then
 - iv) I would prefer today's appointment

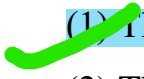
Ques 3 Write a small conversation on the following using the given hints

- i) To book an air ticket
(would like to book – departure from- arrival at – window seat preferred – business class – meal included)
- ii) Planning to go on a concert with your friend
(free on Sunday – music concert – favourite band – 5 pm)
- iii) Ordering food at a restaurant
(Take order – ice tea – anything else – french fries – spicy or not)

Q3.4. Direct Indirect on Positive Statements.

Positive sentences

1. The Prime Minister said that no one would be allowed to disturb the peace.



(1) The Prime Minister said, "We shall not allow any one to disturb the peace."

(2) The Prime Minister said, "We would not allow no one to disturb the peace"

(3) The Prime Minister said, "No one will disturb the peace."

(4) The Prime Minister said, "No one can disturb the peace."



2. I said to my friend. "Good Morning. Let us go for a picnic today."

(1) I told good morning to my friend and asked to go for a picnic that day.

(2) I wished my friend good morning and proposed that we should go for a picnic that day.

(3) I wished my friend good morning and proposed that they should go for a picnic that day.

(4) I told good morning to my friend and suggested to go for a picnic today.

3. ✓ The boss said, "It's time we began planning our work".

(1) The boss said that it was time they had begun planning their work.

(2) The boss said that it was time we had begun planning our work.

(3) The boss said that it was time they began planning their work.

(4) The boss said that it was time we began planning his work.

4. ✓ My father once said to me, "If I can't trust my people, then I don't want to be doing this."

(1) His father once told him that if he couldn't trust his people then he didn't want to be doing that.

(2) My father once told me that if he couldn't trust his people then he didn't want to be doing that.

(3) My father once told me that if he couldn't trust my people then he didn't want to be doing that.

(4) My father once told me that if he couldn't trust his people then he didn't want to be doing this.

5. "Ravi refused to wear the seat belt. Let him answer the police officer", said his father.

1. Ravi's father said that Ravi had refused to wear the seat belt and proposed that he **answers** the police officer. ✗

2. ✓ Ravi's father said that Ravi had refused to wear the seat belt and said that he **answered** the police officer.

3. Ravi's father said that Ravi had refused to wear the seat belt and said that he **answers** the police officer.

4. Ravi's father said Ravi **refused** to wear the seat belt and said that he answered the police officer.

5. We will say to Hina, "You have brought her paintings to show us and your Mom."

A). We will tell Hina that she has brought her paintings to show us and her Mom.

B). We will tells Hina that she had brought her paintings to show us and your Mom.

C). We will say Hina that she brought her paintings to show us and her Mom.

D). We would tell Hina that she has brought her paintings to show us and your Mom.

7. He said, "I shall get up early in the morning".

A). He said that he would get up early in the morning.

B). He said he would get up early in the morning.

C). He said that he will get up early in the morning.

D). He asked that he would get up early in the morning.

8. He said, "I shall go as soon as possible".

A). He said that he would go as soon as it was possible.

B). He said that he would go as soon as possible. ✗

C). He said he would go as soon as it was possible.

D). He said that he will go as soon as it was possible.

9. He says that he is very sorry.

(1) He said, 'He was very sorry'.

(2) He says, 'I am very sorry'.

(3) He said, 'He is very sorry'.

(4) He told me. 'I felt sorry'.

10. Iba said that she might go home the next day with her sister.

(1) Iba said, "I could go home tomorrow with my sister."

(2) Iba said, "I may just go home tomorrow with my sister."

(3) Iba said, "I can go home tomorrow with my sister."

(4) Iba said, "I will go home tomorrow with my sister."

Interrogative sentences

✓ 2. He said to the interviewer, "Could you please repeat the question?"

(1) He requested the interviewer if he could please repeat the question.

(2) He requested the interviewer to please repeat the question.

(3) He requested the interviewer to repeat the question.

(4) He requested the interviewer if he could repeat the question.

✓ 2. The new student asked the old one, "Do you know my name?"

(1) The new student asked the old one if he knew his name.

(2) The new student asked the old one that whether he knew his name.

(3) The new student asked the old one did he know his name

(4) The new student asked the old one if he knows his name

✓ 3. I wondered how many discoveries went unheeded.

(1) I said, "How many discoveries have gone unheeded?"

(2) I said. "How many discoveries went unheeded?"

(3) I said, "Do discoveries go unheeded?"

(4) I said. "How many discoveries go unheeded?"

4. I said to him, "Where have you lost the pen I brought for you yesterday?"

(1) I asked him where he had lost the pen I had brought for him the day before

✓ (2) I asked him where he had lost the pen I had brought for him the previous day.

(3) I asked him where he had lost the pen I had brought for him the next day.

(4) I asked him where he had lost the pen I brought for him the previous day.

✓ 5. The boss said to his secretary, "Did you discuss the matter with the manager?"

1. The boss asked his secretary whether he **discussed** that matter with the manager.
2. The boss asked his secretary if **you have discussed** that matter with the manager.
3. The boss asked his secretary if he had discussed the matter with the manager.
4. The boss asked his secretary whether he **has discussed** that matter with the manager.

✓ 6 He said to Sita, "What time does the bus leave in the evening and when will you go?"

1. He enquired Sita what time did the bus leave in **that evening** and when would she go.
2. He asked Sita what time did the bus leave in the evening and when would she go.
3. He asked Sita what time **had the bus left** in the evening and when would she go.
4. He asked Sita what time **does the bus leave** in the evening and when would she go.

✓ 7. He said to her, "Is this your first attempt in this exam?"

1. He asked her if it was her first attempt in that exam.
2. He asked her **it was** her first attempt in that exam.
3. He **interrogated** her if it was her first attempt in this exam.

4. He asked her if it was her **attempt** in that exam.

✓ 8. The Chief Minister said, “How much money do you need boys for this project?”

1. The Chief Minister asked the boys how much money they **need** for this project
2. The Chief Minister asked the boys how much money **is needed** for this project
3. The Chief Minister asked the boys how much money they needed for that project.
4. The Chief Minister **told** the boys how much money they needed for that project.

✓ 9. The lady teacher said to the student, “Why were you screaming at the top of your voice in my absence?”

1. The lady teacher asked the student why he was screaming at the top of **her voice in his absence**.
2. The lady teacher asked the student why **was he** screaming at the top of his voice in her absence.
3. The lady teacher **scolded** the student why he was screaming at the top of his voice in her absence.
4. The lady teacher asked the student why he was screaming at the top of his voice in her absence.

✓ 10. She asked me if I was going to college.

(1) She said, “Am I going to college?”


(2) She said to me, “Are you going to college?”

(3) She asked me, “Will you go to college?”


(4) She asked to me, “Was I going to college?”

Exclamatory sentences


1. She said, "May you live long!"

- 
1. She prayed that I might live long.
 2. She **prays** that I might live long.
 3. She **wished** that she might live long.
 4. She prayed that **my life** may be longer.


He said, "Oh! Enough!"

- 
1. He exclaimed with disgust that it was enough.
 2. He exclaimed with disgust **if it was enough**.
 3. He **told with surprise** that it was enough.
 4. He **shouted** that it is enough.

3. "Wow! What a lovely weather it is!" said the children.

- 
1. The children said that **wow** it was a lovely weather.
 2. The children exclaimed with joy that it was a lovely weather.
 3. The children said that **it is** lovely weather.
 4. The children exclaimed with **joy it** was a lovely weather.

4. The father warned his son that he should be beware of him.

- 
1. The father warned his son, "beware of him!"
 2. The father warned the son, "Watch that chap!"
 3. The father warned the son, "Be careful about him!"
 4. The father warned the son, "Don't fall into his trap!"

5. He said, "Oh! Enough!"

1. He exclaimed with disgust that it was enough.
2. He exclaimed with disgust **if it was enough**.
3. He **told with surprise** that it was enough.
4. He **shouted** that it is enough.

6. Rama said, "Dear! I have spilt tea on the sofa cloth."

1. Rama exclaimed that she **has spilt** tea on the sofa cloth.
2. She exclaimed with sorrow that she had spilt tea on the sofa cloth.
3. She **shouted** that she spilt tea on the sofa cloth.
4. She exclaimed with surprise that **I** had spilt tea on the sofa cloth.

7. He said, "Would that she were not so inhuman!"

1. He **wishes** that she was not so inhuman.
2. He wished that she **was** not so inhuman.
3. He wished that she were not so inhuman.
4. He **desired** that he were not so inhuman.

8. Shanker said to his friend, "Be careful! The floor is wet and you can slip Anil."

1. Shanker told Anil to be careful as the floor was wet and he could slip.
2. Shanker told Anil to be careful as the floor **had been wet** and he could slip.
3. Shanker told Anil to be careful as the floor was wet and he **can** slip.
4. Shanker **warned** Anil **to be careful** as the floor was wet and he could have slipped.


9. "How clever of you to have solved the puzzle so quickly!" said the mother.

- (1) The mother exclaimed admiringly that it was very clever of him to have solved


the puzzle so quickly.

- (2) The mother expressed that he was so clever to have solved the puzzle quickly.
- (3) The mother told that he was very clever in solving the puzzle so quickly.
- (4) The mother exclaimed with joy that he was clever enough to solve the puzzle so quickly.


10. He exclaimed with joy that their team had won the tournament.

- (1) He said, "Our team has won the tournament"
- (2) He said, "Wow I Our team won the tournament"
-  (3) He exclaimed, "Hurrah! Our team has won the tournament!"
- (4) He said, "Our team won the tournament."


Modals and Imperative

 1. Doshi said to his wife, "Please select one of these necklaces."

- (1) Doshi requested his wife to select one of those necklaces.
- (2) Doshi said to his wife to please select one of these necklaces.
- (3) Doshi told his wife to please select one of those necklaces.
- (4) Doshi pleased his wife to select one of those necklaces.

 2. Priya advised me not to go to school the next day.

- a) "Don't go to school next day" Priya said to me.
- b) "Don't go to school tomorrow" Priya said to me.
- c) Priya said, "Will you not go to school tomorrow?"
- d) Priya told me that, "Don't go to school tomorrow."

 3. The foreman said to his workers "I cannot pay you higher wages."

- a) The foreman warned his workers that he cannot pay them higher wages

b) The foreman told his workers that he could not pay them higher wages.

c) The foreman told his workers that they could not be paid higher wages.

d) The foreman forbid his workers to pay higher wages.

4. "Call that corrupt man here immediately", said the Judge.

1. The judge commanded to call that corrupt man immediately there.

2. The judge commanded them to call that corrupt man immediately there.

3. The judge commanded that the corrupt man immediately be called there.

4. The judge commanded to call that corrupt man.

5. I said, "Return home before it gets dark or your father will be very angry."

1. I ordered to return home before it got dark or his father would be very angry.

2. I ordered to return home before it gets dark or his father would be very angry.

3. I ordered to return home before it got dark or his father will be very angry.

4. I ordered to return home before it got dark or his father would have been be very angry.

6. Iba said that she might go home the next day with her sister.

(1) Iba said, "I could go home tomorrow with my sister."

(2) Iba said, "I may go home tomorrow with my sister."

(3) Iba said, "I can go home tomorrow with my sister."

(4) Iba said, "I will go home tomorrow with my sister."

7. "Give yourself fifteen minutes and walk gently," Uncle Podger always said.

a. Uncle Podger always advised me to give myself fifteen minutes and walk gently.

b. Uncle Podger always ordered me to take fifteen minutes and walk gently.

c. Uncle Podger always requested me to take fifteen minutes and walk gently.

d. Uncle Podger always asked me to take fifteen minutes and walk gently.

8. I said, "Let Mohan do his worst, he cannot harm me."

a. I suggested to Mohan to do his worst, he could not harm me. ✓

✗ b. I told that if Mohan did his worst, he could not harm me. ✗

c. I declared that Mohan might do his worst, he could not harm me.

d. I declared that though Mohan might do his worst, he could not harm me.

9. Rakhi says to him, "You must come back home in time."

1. Rakhi tells him that he has to come come back home in time. ✓

✗ 2. Rakhi tells him that he had to come come back home in time. ✗

3. Rakhi tells him that he will have to come come back home in time.

4. Rakhi tells him that he must come come back home in time.

✓ 10. The policeman told the students, "Do not throw garbage here."

a. The policeman asked them not to throw garbage here.

b. The policeman asked them not to throw garbage there.

c. The policeman asked them not to throw garbage.

d. The policeman asked not throw garbage here.

Miscellaneous

✓ 1. I said to my friend. "Good Morning. Let us go for a picnic today."

(1) I told good morning to my friend and asked to go for a picnic that day.

(2) I wished my friend good morning and proposed that we should go for a picnic that day.

(3) I wished my friend good morning and proposed that they should go for a picnic that day.

(4) I told good morning to my friend and suggested to go for a picnic today.

✓ 2. He wrote in his report, "The rainfall has been scanty till now."

- (1) He reported that the rainfall has been scanty till now
- (2) He reported that the rainfall had been scanty till now.
- (3) He reported that the rainfall has been scanty till then.
- (4) He reported that the rainfall had been scanty till then.

✓ 3. The teacher said to Ram, "Would you like to take part in the contest?" Ram said, "Yes"

1. The teacher asked if Ram would like to take part in the contest and Ram replied yes.
- ★ 2. The teacher asked Ram if he would like to take part in the contest and Ram replied in the positive.
3. The teacher asked Ram if he would liked to take part in the contest and Ram replied in the affirmative.
4. The teacher told Ram if he would like to take part in the contest and Ram replied in the affirmative.

✓ 4. My mother screamed angrily at me "Do as you wish, I am fed up of helping you in times of mess."

1. My mother screamed angrily at me to do as I wished and said that she was fed up of helping me in times of mess.
2. My mother screamed angrily at me that do as I wishes and said that she was fed up of helping me in times of mess.
3. My mother screamed angrily at me to do as I wishes and said that she was fed up of helping me in times of mess.
4. My mother screamed angrily at me to do as I was wishing and said that she was fed up of helping me in times of mess.

5. Gandhiji said, "Independence is the birthright of every nation."

1. Gandhiji said that Independence is the birthright of every nation. ✓

✗ 2. Gandhiji said that Independence was the birthright of every nation. ✗

3. Gandhiji declared that Independence is the birthright of every nation.

4. Gandhiji said that Independence has been the birthright of every nation.

✓ 6. Good morning children, we will start tenses today." said the English teacher at Pinnacle.

1. The English teacher at Pinnacle wished the children to start tenses that day.

2. The English teacher at Pinnacle wished the children good morning and said that they would start tenses that day.

3. The English teacher at Pinnacle greeted the children and said they would be doing tenses that day.

4. The English teacher at Pinnacle greeted the children and said we would be doing tenses that day.

✓ 7. "What is there for dinner today? said Jaya, "Nothing," said her mother.

1. Jaya asked her mother what was there for dinner that day. Her mother replied in the negative.

2. Jaya asked her mother what was there for dinner on that day. Her mother replied there was nothing.

3. Jaya asked her mother what is there for dinner on that day. Her mother replied there was nothing.

4. Jaya told her mother what was there for dinner on that day. Her mother replied there was nothing.

8. The dealer said, "Either make your purchases or walk out of my shop."

a. The dealer told the customer that he would either make his purchases or walk out of his shop.

b. The dealer ordered the customer to make his purchases and walk out of his shop.

c. The dealer told the customer that he should either make his purchases, or walk out of his shop. ✓

✗ d. The dealer requested the customer to make his purchases or walk' out of his shop. ✗

9. "May you live long and prosper", said the old lady to her son.

a. The old lady congratulated her son with long life and wished him prosperity.

✗ b. The old lady prayed for her son's long life and prosperity. ✗

c. The old lady prayed for her son and said that he might live long and prosper. ✓

d. The old lady blessed her son and prayed for his long life and prosperity.

✓ 10. Tom said that he had had a strange experience the day before.

a. Torn said, "I have a strange experience yesterday".

b. Tom said, "I have had a strange experience yesterday".

c. Tom said, "I experienced a strange experience yesterday".

d. Tom said, "I had had a strange experience yesterday".

Q Read the following conversation and complete the passage. Write your answers in the space provided.

1. Mother : Why are you late from school, Amit ?

Amit : While coming from school to bus stop, slipped by stepping on a banana peel.

Mother : O, my son! Did you hurt yourself ?

Amit : I got a bad bruise on my left knee.

Mother asked Amit (3.1)..... Amit replied that while coming from school to

bus stop(3.2).....peel. Mother was shocked to hear this. She further asked (3.3)..... . Amit answered that (3.4)..... .

2. Anne : I want to order a big pineapple cake for my birthday.

Confectioner : When is your birthday?

Anne : It is tomorrow.

Confectioner : You can collect it by noon.

Anne told a confectioner **(a)**..... a big birthday cake for her birthday. The

confectioner asked **(b)**..... Anne replied it was the following day. The confectioner told her **(c)**..... by noon.

3. Mike: "What are you doing here, Liz? I haven't seen you since June."

Liz: "I've just come back from my holiday in Ireland."

Mike: "Did you enjoy it?"

Liz: "I love Ireland. And the Irish people were so friendly."

Mike: "Did you go to the Wicklow Mountains?"

Liz: "It was my first trip. I can show you some pictures. Are you doing anything tomorrow?"

Mike: "I must arrange a couple of things. But I am free tonight."

Liz: "You might come to my place. What time shall we meet?"

Mike: "I'll be there at eight. Is it all right?"

Mike asked Liz ____ and he said ____ since June. Liz explained that ____ back from her holiday in Ireland. Mike wondered if ____ it. Liz told him that she ____ Ireland and that the Irish people ____ so friendly. Mike wanted to know ____ to the Wicklow Mountains. Liz said that it ____ first trip and that she ____ some pictures. And then she asked him if he _____. Mike explained that he ____ a couple of things. But he added that he ____ free at night. Liz suggested that he ____ place and asked him what time _____. Mike said he ____ there at eight. And then he asked ____ all right.