VOICES AND SPEECHES



DRILL 1: SOLUTIONS

Exercise 1

1. Subject-They

Verb-listen

Relation between subject and verb- subject is **doing the action** (listening).

Hence active voice.

2. Subject- The race driver

Verb phrase- was hurt

Relation between subject and verb-subject is **receiving the action** (getting hurt).

Hence passive voice.

3. Subject- Henry Ford

Verb- invented

Relation between subject and verb-subject is doing the action (inventing).

Hence active voice.

4. Subject- Mr.Singh

Verb- teaches

Relation between subject and verb-subject is doing the action (teaching).

Hence active voice.

5. Subject- He

Verb-lost

Relation between subject and verb-subject is **doing the action** (losing).

Hence active voice.

6. Subject-she

Verb phrase- is cleaning

Relation between subject and verb- subject is **doing the action** (cleaning).

Hence active voice.

7. Subject- These cars

Verb phrase- are manufactured

Relation between subject and verb- subject is receiving the action (getting manufactured).

Hence passive voice.

8. Subject- Lots of houses

Verb phrase- were destroyed

Relation between subject and verb- subject is receiving the action (getting destroyed).

Hence passive voice.

9. Subject-They

Verb phrase- were singing

Relation between subject and verb- subject is **doing the action** (singing).

Hence active voice.

10. Subject- You

Verb phrase- might see

Relation between subject and verb- subject is **doing the action** (seeing).

Hence active voice.

Exercise 2

1. Subject-French

Verb- speak

Past participle form of the verb- spoken

French is spoken by the people of France.

2. Subject – The road

Verb- to close

Past participle form of the verb- closed

The road was closed due to the accident zone ahead.

3. Subject- Eggs

Verb-boil

Past participle form of the verb-boiled

Eggs **are boiled** in water for three minutes.

4. Subject- Cricket

Verb- play

Past participle form of the verb- played

Cricket is played by the children in the colony.

5. Subject- Car

Verb- buy

Past participle form of the verb-bought

A new car was bought by the neighbours.

6. Subject- Motorbike

Verb-ride

Past participle form of the verb-ridden

Motorbikes **are ridden** by youngsters all over the world.

7. Subject-Book

Verb- read

Past participle form of the verb-read

Books are read by millions of people daily.

8. Subject-Computer

Verb- work on

Past participle form of the verb- worked on

Computers are worked on by call center employees.

9. Subject-Radio

Verb-listen to

Past participle form of the verb-listened to

Radio is still listened to by music lovers.

10. Subject- Matter

Verb- debate about

Past participle form of the verb- debated about

This matter should **be debated about**.

Exercise 3

1. The girl closes the door.

• Identifying the subject, verb, and object

Subject- The girl

Verb-closes

Object- the door

• Bringing the object to the subject position

The door...

Making the verb passive

Active verb-closes (present tense)

Therefore, suitable form of the verb 'be' – is (present tense)

Past participle form of the active verb - closed

Passive verb phrase- is + closed

The door is closed...

Bringing the subject to the object position using 'by'

The door is closed by the girl.

- 2. The technicians test the generator.
- Identifying the subject, verb ,and object

Subject- The technicians

Verb-test

Object- the generator

Bringing the object to the subject position

The generator...

Making the verb passive

Active verb- test (present tense)

Therefore, suitable form of the verb 'be' – is (present tense)

Past participle form of the active verb-tested

Passive verb phrase – is + tested

The generator is tested...

Bringing the subject to the object position using 'by'

The generator is tested by the technicians.

- 3. Snow covered the mountains.
- Identifying the subject, verb ,and object

Subject- Snow

Verb-covered

Object- the mountains

• Bringing the object to the subject position

The mountains...

Making the verb passive

Active verb- covered (past tense)

Therefore, suitable form of the verb 'be'- were (past tense)

Past participle form of the active verb-covered

Passive verb phrase- were +covered

The mountains were covered...

Bringing the subject to the object position using 'by'

The mountains were covered by the snow.

- 4. He would carry the bag.
- Identifying the subject, verb, and object

Subject- He

Verb phrase- would carry

Object- the bag

• Bringing the object to the subject position

The bag...

Making the verb passive

Active verb phrase- would carry (future conditional tense)

Therefore, suitable form of helping verb 'be' – be ('would be', future conditional tense)

Past participle form of the active verb-carried

Passive verb phrase- would be + carried

The bag would be...

Bringing the subject to the object position using 'by'

The bag would be carried by him.

- 5. Will the interviewer test our GK?
- Identifying the subject, verb , and object

Subject- the interviewer

Verb- test

Object-our GK

• Bringing the object to the subject position

Will our GK...

Making the verb passive

Active verb phrase- will...test (future tense)

Therefore, suitable form of the verb 'be'- be ('will...be', simple future)

Past participle form of the active verb- tested

Passive verb phrase - will...be + tested

Will our GK be tested...

Bringing the subject to the object position using 'by'

Will our GK be tested by the interviewer?

Exercise 4

- 1. The thieves were caught by the police.
- Identifying the subject, verb, and object

Subject- The thieves

Verb phrase- were caught

Object - the police

Bringing the object to the subject position

The police...

Making the verb active

Passive verb phrase – were caught

Main verb- catch

Form of the 'be' verb – were (past tense)

Therefore, active verb - main verb in past tense i.e. 'caught'

The police caught...

• Bringing the subject to the object position

The police caught the thieves.

- 2. The Principal was pleased with the students' results.
- Identifying the subject, verb, and object

Subject- The principal

Verb phrase- was pleased

Object- the students' results

Bringing the object to the subject position

The students' results...

Making the verb active

Passive verb phrase- was pleased

Main verb- please

Form of the 'be' verb- was (past tense)

Therefore, active verb – main verb in past tense i.e. 'pleased'

The students' results pleased...

Bringing the subject to the object position

The students' results pleased the Principal.

- 3. My niece is frightened by loud thunderstorms.
- Identifying the subject, verb, and object

Subject- My niece

Verb phrase- is frightened

Object- loud thunderstorms

Bringing the object to the subject position

Loud thunderstorms...

Making the verb active

Passive verb phrase- is frightened

Main verb- frighten

Form of 'be' verb- is (present tense)

Therefore, active verb- main verb in present tense i.e. 'frighten'

Loud thunderstorms frighten...

• Bringing the subject to the object position

Loud thunderstorms frighten my niece.

- 4. The ball is hit straight into the spectators by Gayle.
- Identifying the subject, verb, and object

Subject- The ball

Verb phrase- is hit

Object- Gayle

Bringing the object to the subject position

Gayle...

Making the verb active

Passive verb phrase- is hit

Main verb- hit

Form of 'be' verb- is (present tense)

Therefore, active verb- main verb in present tense i.e. 'hit'

Gayle hits...

Bringing the subject to the object position

Gayle hits the ball straight into the spectators

- 5. He was praised by the police
- Identifying the subject, verb, and object

Subject- He

Verb phrase- was praised

Object- the police

Bringing the object to the subject position

The police...

Making the verb active

Passive verb phrase- was praised

Main verb- praise

Form of 'be' verb- was (past tense)
Therefore, active verb- main verb in past tense i.e. 'praised' *The police praised...*

Bringing the subject to the object position

The police praised him.

DRILL 2: SOLUTIONS

Exercise 1

- 1. The actual words of the speaker (she) are reproduced using quotes. Hence direct speech. (D)
- **2.** The actual words of the speaker (the professor) are reproduced using quotes. Hence direct speech. (D)
- **3.** The actual words of the speaker (captain) are not quoted but are reported by another person with the help of reporting verb 'wanted'. Hence indirect speech. (I)
- **4.** The actual words of the speaker (Mohan) are not quoted but are reported by another person with the help of reporting verb 'said'. Hence indirect speech. (I)
- **5.** The actual words of the speaker (the vice-principal) are not quoted but are reported by another person with the help of reporting verb 'admitted'. Hence indirect speech. (I)
- **6.** The actual words of the speaker (Susie) are reproduced using quotes. Hence direct speech. (D)

Exercise 2

1. Direct speech- Will you take us to the cafe?

Since we are reporting a question, a suitable reporting verb to be used is 'asked'. Also, the connector 'that' should be avoided.

Speaker- Molly and Holly

Listener- Mum

Reported speech- Molly and Holly asked Mum to take **them** to the cafe.

2. Direct speech- Can you bring in the shopping bag please?

Since we are reporting a question, a suitable reporting verb to be used is 'asked'. Also, the connector 'that' should be avoided.

Speaker- Henry's mum

Listener- Henry

Reported speech- Henry's Mum asked him to bring in the shopping bag.

3. Direct speech- Can **you** show **me** the photos **you** took?

Since we are reporting a question, a suitable reporting verb to be used is 'asked'. Also, the connector 'that' should be avoided.

Speaker- Theo

Listener- Tanya

Reported speech- Theo asked Tanya to show **him** the photos **she** took.

4. Direct speech- Please don't talk about football all evening.

Since we are reporting a request, a suitable reporting verb to be used is 'requested'. Also, the connector 'that' should be avoided.

Speaker- Dora

Listener- Jaison

Reported speech- Dora requested Jaison not to talk about football all evening.

5. Direct speech- Can **you** help **me** look for **my** glasses?

Since we are reporting a question a suitable reporting verb to be used is 'asked'. Also, the connector 'that' should be avoided.

Speaker- Grandpa

Listener- Jamie

Reported speech- Grandpa asked Jamie to help him look for his glasses.

6. Direct speech- Can **you** turn up the volume?

Since we are reporting a question, a suitable reporting verb to be used is 'asked'. Also, the connector 'that' should be avoided.

Speaker- Dad

Listener- Molly

Reported speech- Dad asked Molly to turn up the volume.

7. Direct speech- Can you please get the books from the cupboard?

Since we are reporting a request, a suitable reporting verb to be used is 'requested'. Also, the connector 'that' should be avoided.

Speaker- Mrs. Fisher

Listener- Ethan

Reported speech- Mrs. Fisher requested Ethan to get the books from the cupboard.

8. Direct speech- Can **you** get me a glass of water please?

Since we are reporting a request, a suitable reporting verb to be used is 'requested'. Also, the connector 'that' should be avoided.

Speaker- Grandma

Listener- Mrs. Almond

Reported speech- Grandma requested Mrs. Almond to get her a glass of water.

Exercise 3

1. Reported speech- Lucy told me to finish my homework quickly.

Speaker- Lucy

Listener- me

Direct speech- Finish your homework guickly

2. Reported speech- I asked Cara to choose the winner.

The reporting verb used is 'asked'. So the direct speech should be framed using a question mark.

Speaker- I

Listener- Cara

Direct speech- Can **you** choose the winner?

3. Reported speech- The teacher asked the class to listen carefully.

The reporting verb used is 'asked'. So the direct speech should be framed using a question mark.

Speaker- The teacher

Listener- the class

Direct speech- Can you listen carefully?

4. Reported speech- We asked Lewis to do the shopping.

The reporting verb used is 'asked'. So the direct speech should be framed using a question mark.

Speaker- We

Listener-Lewis

Direct speech- Will you do the shopping?

5. Reported speech- Mom told me **not to** forget to buy the apples.

Speaker- Mom

Listener-me

Direct speech- **Don't** forget to buy the apples.

6. Reported speech- Grandma told us to eat the sandwiches for our lunch.

Speaker- Grandma

Listener-us

Direct speech- Eat the sandwiches for your lunch.

7. Reported speech- Mom asked Molly to answer the phone.

The reporting verb used is 'asked'. So the direct speech should be framed using a question mark.

Speaker- Mom

Listener-Molly

Direct speech- Can you answer the phone?

8. Reported speech- Mom and Dad told the children to switch off the TV.

Speaker- Mom and Dad

Listener-the children

Direct speech- Switch off the TV.

Exercise 4

1. Since a question is reported, the reporting verb' asked' is used.

Second person pronoun 'you' is changed to 'she'.

Verb' is' (present tense) is changed to 'was' (past tense).

'Here' is changed to 'there'.

2. First person pronoun 'l' is changed to 'he'.

'Have not' (present perfect) is changed to 'had not' (past perfect).

Second person pronoun 'you' is changed to 'he'.

3. Since the reason is explained, reporting verb 'explained' is used.

First person pronoun 'I' is changed to 'she'.

'Have' (present perfect) is changed to 'had' (past perfect).

First person pronoun 'my' is changed to 'her'.

4. Since it is 'curiosity' that is reported, reporting verb 'wondered' is used.

Second person pronoun 'you' is changed to 'she'

'Did..enjoy' (simple past) is changed to 'had enjoyed' (past perfect)

5. First person 'I' is changed to 'she'.

'Love' (simple present) is changed to 'loved' (simple past).

6. 'Were' (simple past) is changed to 'had been' (past perfect).

'So' is changed to 'very'.

7. Since a query is reported, suitable reporting verb phrase 'wanted to know' is used.

Second person pronoun 'you' is changed to 'she'.

'Did..go' (simple past) is changed to 'had gone' (past perfect).

8. First person pronoun 'I' is changed to 'she'.

'Did' (simple past) is changed to 'had' (past perfect).

9. First person pronoun 'I' is changed to 'she'.

'Can' is changed to 'could'.

Second person pronoun 'you' is changed to 'him'.

10. Second person pronoun 'you' is changed to 'he'.

'Are...doing' (simple present) is changed to 'was doing' (simple past).

'Tomorrow' is changed to 'the next day'.

11. Since an information is reported, reporting verb' informed' is used.

First person pronoun 'l' is changed to 'she'.

'Have' (present perfect) is changed to 'had' (past perfect).

First person pronoun 'my' is changed to 'her'.

'Tomorrow' is changed to 'the next day'.

12. Since an additional information is reported, reporting verb' added' is used.

First person pronoun 'I' is changed to 'he'.

'Am' (simple present) is changed to 'was' (simple past).

'Tonight' is changed to 'that night'.

13. Since a suggestion is reported, reporting verb' suggested' is used.

Second person pronoun 'you' is changed to 'he'.

First person pronoun 'my' is changed to 'her'.

14. Since a query is reported, reporting verb 'asked' is used.

First person pronoun 'we' is changed to 'they'.

'Shall' is changed to 'should'.

15. Since an answer is reported, reporting verb 'answered' is used.

First person pronoun 'I' is changed to 'he'.

'Will' is changed to 'would'.

16. Since an inquiry is reported, reporting verb 'inquired' is used.

'Is' (simple present) is changed to 'was' (simple past).

Exercise 5

X asked Y what she was doing there(1). And he said that he had not seen her since January(2). Y explained that she had just come back from her vacation in Darjeeling(3). X wondered whether she had enjoyed it(4). Y told him that she loved Darjeeling(5) and that the people had been very friendly(6). X wanted to know whether she had gone to the mountains(7). Y said that she had(8) and that she could show him some pictures(9). And then she asked him if he was doing anything the next day(10). X informed that she had an appointment with her doctor the next day(11). But he added that he was free that night(12). Y suggested that he come to her place(13) and asked him what time they should meet(14). X answered that he would be there at eight(15). And then he inquired whether it was alright(16).

CONCEPT REVIEW QUESTIONS

1. Answer B

Identifying the subject, verb , and object

Subject- They

Verb phrase- have stopped

Object- collecting donations before admissions. (noun phrase)

Since the subject is **doing the action** (stopping), the sentence is in **active voice**.

Bringing the object to the subject position.

Collecting donations before admission...

Making the verb passive

Active verb phrase- have stopped (present perfect)

Therefore, suitable form of verb 'be'- been ('have been', present perfect)

Past participle form of the verb- stopped

Passive verb phrase- have been + stopped

Collecting donations before admissions have been stopped...

Bringing the subject to the object position using 'by'

Collecting donations before admissions have been stopped by them.

To avoid wordiness, the 'by 'phrase is dropped.

Collecting donations before admissions have been stopped.

2. Answer C

Identifying the subject, verb, and object

Subject- Wasim Akram

Verb phrase- was made

Object – object is missing. (Wasim Akram was made the captain by whom?)

Therefore, we choose an object on our own say 'them'.

Since the subject is **receiving the action** (someone made him the captain), the sentence is in **passive voice**.

• Bringing the object to the subject position

They...

Making the verb active

Passive verb phrase- was made

Main verb- make

Form of verb 'be' used- was (past tense)

Therefore, active verb- main verb in past tense i.e. 'made'

They made...

Bringing the subject to the object position

They made Wasim Akram the captain of the Pakistani cricket team.

3. Answer C

• Identifying the subject, verb, and object

Subject- Who

Verb-gave

Object- you

Since the subject is **doing the action** (giving), the sentence is in **active voice**.

• Bringing the object to the subject position

You...

Making the verb passive

Active verb- gave (past tense)

Therefore, suitable form of verb 'be' – were (past tense)

Past participle form of the verb- given

Passive verb phrase- were+ given

You were given these pencils...

Bringing the subject to the object position

You were given these pencils by whom

Since it is a question, we frame it correctly:

By whom were you given these pencils?

4. Answer A

We can simplify the sentence as 'How he passed the passed the exam so easily was not understood by anyone'

• Identifying the subject, verb, and object

Subject- How he passed the exam so easily (noun phrase)

Verb- was not understood

Object- anyone

Since the subject is receiving the action (getting understood), the sentence is in passive voice.

Bringing the object to the subject position

Anyone...

Making the verb active

Passive verb phrase- was not understood

Main verb- understand

Form of verb 'be' used- was (past tense)

Therefore, active verb phrase- main verb in past tense i.e. 'understood'. However the negative word 'not' should be added so the active verb phrase becomes 'anyone not understood' which is not correct. So we change it as follows;

No one understood...

Bringing the subject to the object position

No one understood how he passed the exam so easily.

- **5.** Answer A
- Identifying the subject, verb, and object

Subject- The teacher

Verb-gave

Object- us

Since the subject is doing the action (giving), the sentence is in active voice.

• Bringing the object to the subject position

We ...

• Making the verb passive

Active verb- gave (past tense)

Therefore, form of the verb 'be' – were (past tense)

Past participle form of the verb- given

Passive verb phrase- were + given

We were given...

Bringing subject to the object position using 'by'

We were given...by the teacher...

We were given some exercises by the teacher to work on.

6. Answer D

• Identifying the subject, verb, and object

Subject- The Principal

Verb-said

Object- somebody had lied to him about the incident (noun phrase)

In order to understand this type of sentence, let us look at a simpler example

Active- he said that cakes are delicious

Passive- it was said by him that cakes are delicious

Therefore, the passive voice of the above sentence would be – It was said by the Principal that somebody had lied to him about the incident.

7. Answer D

• Identifying the subject, verb, and object

Subject- Someone

Verb phrase- had called

Object-me

Since the subject is doing the action (calling), the sentence is in active voice.

• Bringing the object to the subject position

I...

Making the verb passive

Active verb phrase- had called (past perfect tense)

Therefore, form of verb 'be' – been ('had been', past perfect tense)

Past participle form of the verb-called

Passive verb phrase- had been + called

I had been called...

Bringing the subject to the object position using 'by'

I had been called...by someone.

However, due to wordiness, 'by' phrase is dropped.

I had been called on my cell phone.

8. Answer D

• Identifying the subject, verb, and object

Subject- These problems

Verb phrase- were solved

Object-Paul

Since the subject is receiving the action (getting solved), the sentence is in passive voice.

Bringing the object to the subject position

Paul...

Making the verb active

Passive verb phrase- were solved

Main verb-solve

Form of 'be' verb used- were (past tense)

Therefore, active verb- main verb in past tense i.e. 'solved'

Paul solved...

Bringing the subject to the object position

Paul solved these problems.

9. Answer D

Identifying the subject, verb, and object

Subject- The ministers

Verb phrase- were interrogated

Object- the CBI

Since the subject is receiving the action (getting interrogated), the sentence is in passive voice.

• Bringing the object to the subject position

The CBI...

Making the verb active

Active verb phrase- were interrogated

Main verb- interrogate

Form of the verb 'be' used- were (past tense)

Therefore, active verb- main verb in past tense i.e. 'interrogated'

The CBI interrogated...

• Bringing the subject to the object position

The CBI interrogated the ministers.

10. Answer A

Identifying the subject, verb, and object

Subject- All the students

Verb-selected

Object- John

Since the subject is doing the action (selecting), the sentence is in active voice.

• Bringing the object to the subject position.

John...

Making the verb passive

Active verb- selected (past tense)

Therefore, form of verb 'be'- was (past tense)

Past participle form of the verb- selected

Passive verb phrase- was + selected

John was unanimously selected...

Bringing the subject to the object phrase using 'by'

John was unanimously selected by all the students as their secretary.

11. Answer C

Reported speech- She said that she worked for CTS.

Changes to be done while conversion

Verb 'worked' (past tense) should be changed to 'work' (present tense).

Pronoun 'she' should be changed to first person pronoun 'I'.

Direct speech- She said, "I work for CTS."

12. Answer A

Reported speech- She claimed that while she had been sleeping someone had jumped into the garden.

Changes to be done while conversion

Verb phrase 'had been sleeping' (past perfect continuous) should be changed to 'was sleeping' (past continuous).

Verb phrase' had jumped' (past perfect) should be changed to 'jumped' (simple past).

Pronoun 'she' should be changed to first person pronoun 'I'.

Direct speech- She said, "While I was sleeping, someone jumped into the garden. "

13. Answer D

Reported speech- I replied that I had been trying to repair it since the previous day.

Changes to be done while conversion

Verb phrase 'had been trying' (past perfect continuous) should be changed to 'have been trying' (present perfect continuous)

The words 'the previous day' should be changed to 'yesterday'.

Direct speech- I said, "I have been trying to repair it since yesterday."

14. Answer C

Reported speech- She wondered if I had received her message.

Changes to be done while conversion

Verb phrase 'had received' (past perfect) should be changed to 'have received' (present perfect)

First person pronoun 'I' should be changed to 'you'

Second person pronoun 'her' should be changed to 'my'

Since the reporting verb used is 'wondered', we should use a suitable word in the direct speech to convey the same mood.

Direct speech- She said, "I wonder if you have received my message."

15. Answer D

Reported speech- The Police advised them not to go out at night.

Changes to be done while conversion

Words 'not to go' should be changed to 'do not go'

Direct speech- The Police told them, "Do not go out at night."

16. Answer B

Direct speech- He said to me, "It would be better if you take this bus."

Changes to be done while conversion

Since the speaker is giving a suggestion, we use the reporting verb 'suggested' to convey the same mood in the reported speech.

Connector 'that' is dropped.

Word 'this' should be changed to 'that'.

Reported speech- He suggested me to take that bus.

17. Answer C

Direct speech-The office clerk said to the manager, "Please switch off the fans when you leave the room."

Changes to be done while conversion

Since the speaker is giving a request we use the reporting verb 'requested' to convey the same mood in the reported speech.

Connector 'that' is dropped.

Second person pronoun 'you' should be changed to 'he'

Verb 'leave' (simple present) should be changed to 'left' (simple past).

Reported speech- The office clerk requested the manager to switch off the fans when he left the room.

18. Answer B

Direct speech- The school Principal said, "If I find anyone littering the school playground, he shall be fined Rs.500."

Changes to be done while conversion

Since the speaker is giving a warning we use the reporting verb 'warned' to convey the same mood in the reported speech.

First person pronoun 'I' should be converted to 'he'.

Verb 'find' (simple present) should be changed to 'found' (simple past).

'shall' is changed to 'would'

Reported speech- The school Principal warned the students that if he found anyone littering the playground, he would be fined Rs. 500.

19. Answer A

Direct speech- "Thank goodness you know the truth at least now", he said to the policeman. Changes to be done while conversion

Verb 'thank goodness' (simple present) should be changed to 'thanked goodness' (simple past). It can also be used as the reporting verb to convey the speaker's mood (relief).

Word 'now' is changed to 'then'.

Verb 'know' (simple present) should be changed to 'knew' (simple past). In this answer option 'knew' is replaced by 'realised' which conveys the same meaning.

Reported speech- He thanked goodness that the policeman realised the truth at least then.

20. Answer D

Direct speech- She said to the shopkeeper, "Can you tell me the price of this shirt?" Changes to be done while conversion

Since the speaker wants to know something we use the reporting verb 'wanted to know' to convey the same mood in the reported speech.

Connector 'that' is not used.

Word 'this' is changed to 'that'.

Reported speech- She wanted to know the price of that shirt from the shopkeeper.