

## VOICES AND FORMS OF SPEECHES

### Concept

#### 1. Active Voice - indicates that the subject of the verb is acting

• The sentences are said to be in the active voice, because the subject performs an action or 'acts upon' the verb in such sentences.

o The active voice is direct (performer-verb-receiver), clear, and concise. The reader knows who is responsible for the action.

o Writers often prefer the active because it is more direct.

**2. Passive Voice** - The passive voice emphasizes the action being performed rather than the person doing the action, the receiver (or effect) of the action.

The passive voice has two main uses:

o To present ideas objectively

o To avoid using names or assigning blame

**3. Direct Speech** is saying exactly what someone has said. It appears within quotation marks ("...") and should be word for word.

• We may quote the actual words of the speaker.

**4. Indirect Speech** is reporting what a person said. It doesn't use quotation marks and doesn't have to be word for word.

• We may report what he said without quoting his exact words.

### Drill

**Identify whether the given sentence is in active voice or passive voice:**

1. They often listen to NDTV 24 x 7.
2. The race driver was hurt yesterday.
3. Henry Ford invented the assembly line.
4. Mr. Singh teaches Political Science.
5. He lost his wallet yesterday.
6. She is cleaning her room now.
7. These cars are manufactured in Chennai.
8. Lots of houses were destroyed by the Thane cyclone in Dec 2011.
9. They were singing a song in the classroom yesterday.
10. You might see elephants here.

**Make the correct passive forms of the verbs from the given active verb forms. You are given some nouns to help you frame sentences with your answers and check the same:**

1. French – speak  
French is spoken by the people of France
2. The road – to close
3. Eggs – to boil
4. Cricket – to play
5. Car – to buy
6. Motorbike – to ride
7. Book – to read
8. Computer - to work on
9. Radio – to listen to
10. Matter – to debate about

**Rewrite the sentences in Passive Voice:**

1. The girl closes the door.
2. The technicians test the generator.
3. Snow covered the mountains.
4. He would carry the bag.

5. Will the interviewer test our GK?

**Rewrite the sentences in Active Voice:**

1. The thieves were caught by the police.
2. The principal was pleased with the student's results.
3. My niece is frightened by loud thunderstorms.
4. The ball is hit straight into the spectators by Gayle.
5. He was praised by the police.

**Inspect each of the following and state "D" if it is in direct speech and "I" if it is in indirect speech:**

1. She asked the teacher, "Is it a holiday tomorrow?"
2. "Why didn't you do your homework," the professor thundered.
3. The captain wanted the team to pull up their socks.
4. Mohan said he would finish the project the next day.
5. The vice-principal admitted to not being able to find out what had happened the week before.
6. Susie said, "I will explain it in class after the lunch interval."

**Fill in the Reported speech column:**

Direct Speech	Speaker	Listener	Reported Speech
Will you take us to the café?	Molly and Holly	Mum	Molly and Holly asked mum to take them to the café.
Can you bring in the shopping, please?	Henry's mum	Henry	
Can you show me the photos you took?	Theo	Tanya	
Please don't talk about football all evening.	Dora	Jason	
Can you help me look for my glasses?	Grandpa	Jamie	
Can you turn up the TV?	Dad	Molly	
Can you please get the books from the cupboard?	Mrs. Fisher	Ethan	
Can you get me a glass of water, please?	Grandma	Mrs. Almond	

**Fill in the Direct speech column:**

Direct Speech	Speaker	Listener	Reported Speech
Finish your homework quickly.	Lucy	Me	Lucy told me to finish my homework quickly.
			I asked Cara to choose the winner.
			The teacher asked the class to listen carefully.
			We asked Lewis to do the shopping.
			Mom told me not to

			forget to buy the apples.
			Grandma told us to eat the sandwiches for our lunch.
			Mom asked Molly to answer the phone.
			Mom and dad told the children to switch off the TV.

**Read the following dialogue carefully. Check mark the appropriate reporting verbs and fill in the blanks to complete the indirect speech version of the dialogue:**

X: "What are you doing here? I haven't seen you since January."

Y: "I've just come back from my vacation in Darjeeling."

X: "Did you enjoy it?"

Y: "Oh yes, it was wonderful. I love Darjeeling. And the people were so friendly."

X: "Did you go to the mountains?"

Y: "Yes I did. Infact, I can show you some pictures. Are you doing anything tomorrow?"

X: "Unfortunately, I have an appointment with my doctor tomorrow. But I am free tonight."

Y: "In that case, you might come to my place. What time shall we meet?"

X: "I'll be there at eight. Is it alright?"

X [asked / demanded] Y \_\_ (1) \_\_. And, he [said / exclaimed / asked] \_\_ (2) \_\_. Y asked / explained / reasoned] that \_\_ (3) \_\_. X [talked / resisted / wondered] \_\_ (4) \_\_. Y [told / shouted at/ bade] him that \_\_ (5) \_\_ and that \_\_ (6) \_\_. X [wanted to know / signaled to him / demanded] \_\_ (7) \_\_. Y [said / told] that \_\_ (8) \_\_ and that she \_\_ (9) \_\_. And then she asked him if \_\_ (10) \_\_. X [informed / declined / rose] that \_\_ (11) \_\_. But he [added / furthered / asked to know] that \_\_ (12) \_\_. Y suggested / nudged / urged] that \_\_ (13) \_\_ and [asked / pleaded / told] him \_\_ (14) \_\_. X said / answered / asked that \_\_ (15) \_\_. And then he [told / confirmed / inquired] \_\_ (16) \_\_.

### Concept Review Questions

**Directions for questions 1 to 10: For each of the following sentences, choose the option that best represents the same sentence with the voice changed.**

- They have stopped collecting donations before admissions.
  - Donations for admissions have been stopped.
  - Collecting donations before admissions have been stopped.
  - No more donations are being collected for admissions.
  - Admissions are being made without donations.
- Wasim Akram was made the captain of the Pakistani cricket team.
  - Wasim Akram is the captain of the Pakistani cricket team.
  - The captain of the Pakistani cricket team is Wasim Akram.
  - They made Wasim Akram the captain of the Pakistani cricket team.

- The Pakistani cricket team made Wasim Akram as their captain.

- Who gave you these pencils?
  - How did you get these pencils?
  - How did you come into possession of these pencils?
  - By whom were you given these pencils?
  - How did you come to possess these pencils?
- How he passed the exam so easily was beyond anyone's understanding.
  - No one understood how he passed the exam so easily.
  - Any one understood how he passed the exam so easily.
  - It was beyond any one's understanding how he passed the exam so easily.
  - Beyond any one's understanding, he passed the exam so easily.
- The teacher gave us some exercises to work on.
  - We were given some exercises by our teacher to work on.
  - To work on, the teachers gave us some exercises.
  - To work on them, we were given some exercises by our teacher.
  - We were to work on some exercises.
- The Principal said somebody had lied to him about the incident.
  - The Principal thought that somebody had lied to him about the incident.
  - The Principal accused somebody of lying to him about the incident.
  - The Principal said he didn't believe the incident.
  - It was said by the Principal that he had been lied to by somebody about the incident.
- Someone had called me on my cell phone.
  - An unidentified caller had called me on my cell phone.
  - An unnamed person had called me on my cell phone.
  - My cell phone had recorded an anonymous call.
  - I had been called on my cell phone.
- These problems were solved by Paul.
  - These problems were addressed by Paul.
  - These problems were redressed by Paul.
  - Someone asked Paul to solve these problems.
  - Paul solved these problems.
- The ministers were interrogated by the CBI.
  - An interrogation on the ministers was done by the CBI.
  - An interrogation was done by the CBI on the ministers.
  - The CBI subjected the ministers to an interrogation session.
  - The CBI interrogated the ministers.

10. All the students unanimously selected John as their secretary.
- John was unanimously selected as their secretary by all the students.
  - John was selected unanimously as their secretary by all the students.
  - John was selected by all the students as the unanimous secretary.
  - John was selected as the unanimous secretary by all the students.

**Directions for questions 11 to 20: Rewrite the following sentences after changing the form of speech.**

11. She said she worked for CTS.
- She said, "I worked for CTS."
  - She said, "I had worked for CTS."
  - She said, "I work for CTS."
  - She said, "I had to work for CTS."
12. She claimed that while she was sleeping someone had jumped into the garden.
- She said, "While I was sleeping, someone jumped into the garden."
  - She said that someone disturbed her sleep from the garden.
  - She was upset that someone disturbed her sleep from the garden.
  - She claimed, "While I was sleeping, someone had jumped into the garden."
13. I replied that I had been trying to repair it since the previous day.
- I retorted, "I have been trying to repair it since the day before."
  - I said, "I had been trying to repair it since the previous day."
  - I said, "I have been trying to repair it from yesterday."
  - I said, "I have been trying to repair it since yesterday."
14. She wondered if I had received her message.
- She said she wondered about my having received her message.
  - She asked in a wondering tone, "Did you receive my message?"
  - She said, "I wonder if you have received my message."
  - She asked wonderingly, "Have you received my message?"
15. The Police advised them not to go out at night.
- The Police told them "We are advising you to not go out at night."
  - The Police advised them, "no going out at night."
  - The Police told them, "Going out at night is not advisable."
  - The Police told them, "Do not go out at night."

16. He said to me, "It would be better if you take this bus."
- He threatened me to take this bus.
  - He suggested me to take that bus.
  - He told me that it would be better if I had taken that bus.
  - He convinced me of the better bus to take.
17. The office clerk said to the manager, "Please switch off the fans when you leave the room."
- The office clerk expected the manager to switch off the fans when he left the room.
  - The office clerk demanded the manager to switch off the fans when he left the room.
  - The office clerk requested the manager to switch off the fans when he left the room.
  - The office clerk wanted the manager to switch off the fans when he left the room.
18. The school Principal said, "If I find anyone littering the school playground, he shall be fined Rs. 500/-."
- The school Principal told the students that if he had found anyone littering the playground, he would fine him Rs. 500/-.
  - The school Principal warned the students that if he found anyone littering the playground, he would be fined Rs. 500/-.
  - The school Principal wanted the students to know that those littering the playground is going to be fined Rs. 500/-.
  - The school Principal announced that any one littering the playground would have to shell out a fine amount of Rs. 500/-.
19. "Thank goodness you know the truth at least now", he said to the policeman.
- He thanked goodness that the policeman realised the truth at least then.
  - He was grateful to the policeman for having realised the truth at least then.
  - He acknowledged the goodness of the policeman for having realised the truth.
  - He expressed relief that the policeman had at last realised the truth.
20. She said to the shopkeeper, "Can you tell me the price of this shirt?"
- She asked the shopkeeper that he should tell her the price of the shirt.
  - She challenged the shopkeeper to tell her the price of the shirt.
  - She challenged the shopkeeper that he would not know the price of the shirt.
  - She wanted to know the price of the shirt from the shopkeeper.