



Bank Job Lecture Sheet

Lecture



Lecture Contents

- ☒ Voice
- ☒ Narration

Voice

■ Voice পরিবর্তনের ৬টি প্রধান শর্ত :

এই ৬টি শর্ত সমাধান করতে পারলে Voice নিয়ে আর সমস্যা থাকবে না।

১ম শর্ত : Active থেকে Passive এবং Passive থেকে Active হবার নিয়ম জানতে হবে।

২য় শর্ত : Verb এর Tense গত পরিবর্তন মনে রাখতে হবে।

৩য় শর্ত : Reflexive verb ও Quasi-passive verb বা Phrasal verb, Factitive verb, Infinitive verb, Modal auxiliary verb, Cognate verb এর Voice change জানতে হবে।

৪র্থ শর্ত : Interrogative ও Imperative Sentence, Complex Sentence এর Voice পরিবর্তন করা আলাদা করে শিখতে হবে।

৫ম শর্ত : Voice change এর ক্ষেত্রে Preposition গত কিছু সমস্যা আছে, যা মনে রাখতে হবে।

৬ষ্ঠ শর্ত : কিছু ব্যতিক্রম Rules আছে, যেগুলো নিয়ম অনুযায়ী হয় না; সেগুলো স্মরণ রাখতে হবে।

Voice পরিবর্তন করা নিয়ে Classroom আলোচনা

সংজ্ঞা : Voice শব্দটির অর্থ হচ্ছে কথা বা বাচ্য। Verb বা ক্রিয়া প্রকাশের ভঙ্গিমাকেই Voice বা বাচ্য বলে। ক্রিয়ার বা কাজটি করার প্রকাশভঙ্গি বলে দেয় যে, কর্তা কাজটি নিজে করেছেন, না কি কাজটি করানো হয়েছে। মনে রাখতে হবে, বক্তা অনেক সময় কিছু কথা সরাসরি না বলে Passive করে বলে নিজের দায় এড়িয়ে দিতে সক্ষম হয়। সাধারণত, সংবাদপত্রের বেশির ভাগ লেখা এভাবে থাকে। যেমন :- “বইগুলো কেনা হয়েছিল” “টাকাগুলো দেয়া হয়েছিল” এই বাক্যগুলোতে কে কিনেছিল, বা কাকে টাকাগুলো দেয়া হয়েছিল তা সহজে বোঝা যায় না। এজন্য Voice change বিষয়টি গুরুত্বপূর্ণ।

Voice মূলত: দুই প্রকার :

- i. Active Voice
- ii. Passive Voice

Note: Subject সক্রিয় থাকলে হয় Active voice এবং Subject নিষ্ক্রিয় থাকলে Passive Voice হয়। একটি Sentence-এর verb এর গঠন প্রণালী দেখলেই Sentence টি Active নাকি Passive রয়েছে তা বোঝা যায়।

◆ নিচের উদাহরণ দুটি লক্ষ্য করুন :

1. **Sadiya does the work.** (এখানে সাদিয়া নিজেই কাজটি করছে। এজন্য এই বাক্যে Subject সাদিয়া সক্রিয় রয়েছে। সুতরাং এটি একটি Active Voice)
2. **The work is done by Sadiya.** (এখানে সাদিয়ার দ্বারা কাজটি করা হয় বুঝাচ্ছে এবং এই বাক্যের Subject ‘The work’ নিজে কাজটি করছে না অর্থাৎ Subject নিষ্ক্রিয় রয়েছে। সুতরাং এটি একটি Passive voice)

প্রশ্নে Active voice দেয়া থাকলে Passive Voice এ এবং Passive Voice দেয়া থাকলে Active voice-এ উত্তর দিতে হয়।



যে ৬টি শর্ত পূরণ করলেই Voice Change নিয়ে আর কখনই ভাবতে হবে না।

পূর্বে উল্লেখকৃত Voice পরিবর্তনের ৬টি শর্ত একটি একটি করে পূরণ করা যাক :

১ম শর্ত : Active Voice থেকে Passive Voice করা :

- Active-এর Object, Passive-এর Subject হয়।
- Active-এর Subject, Passive-এর Object হয়।
- Passive-এর Subject অনুযায়ী Auxiliary Verb বসে।
- Active-এর Principal Verb এর Past Participle রূপ বসে।
- Passive Voice-এর Object-এর পূর্বে সাধারণত Verb এর রূপ অনুযায়ী by/to/with/ at বা নিয়ম অনুযায়ী অন্য কোনো preposition বসবে।

Example :

Active : We play cricket.

Passive : Cricket is played by us.

(i) (ii) (iii) (iv) (v)

[লক্ষ করুন, এখানে, Cricket শব্দটি প্রশ্নে ছিল object, এখন পরিবর্তন হয়ে হলো Subject. 'Play' verb পরিবর্তন হয়ে is played হয়েছে এবং প্রশ্নের subject we হয়েছে object us, এর সাথে us এর আগে নিয়ম অনুযায়ী by বসেছে।]



সতর্কতা : নির্দিষ্ট কিছু Rules-এর ক্ষেত্রে ভিন্ন নিয়ম প্রযোজ্য হতে পারে।

ক্লাসরুম Note : Reflexive verb, Quasi-passive verb এর ক্ষেত্রে subject থেকে object হয় না; বা object থেকে subject হয় না।
আবার, Active voice এর subject যদি People, somebody, someone, anybody, anyone, nobody বা one থাকে তাহলে Passive voice এরা সাধারণত উহ্য থাকে।

যেমন :

Active : People always remember patriots.

Passive : Patriots are always remembered. [এখানে by people বসেনি]

২য় শর্ত : Tense ভিত্তিক Voice পরিবর্তন

1. বাক্যটি Present Indefinite Tense-এ থাকলে:

Active Structure : subject + verb + object.

Passive Structure : Object + am/is/are + মূল Verb এর past participle + by + subject.

For Example :

Active : I play football.

Passive : Football is played by me.

2. বাক্যটি Present Continuous Tense-এ থাকলে :

Active Structure : Subject + am/is/are + v.ing + object.

Passive Structure : Object + am/is/are + being + verb-এর Past Participle + by + subject.

For Example :

Active : I am writing a letter.

Passive : A letter is being written by me.

3. বাক্যটি Present Perfect Tense-এ থাকলে :

Active Structure : Subject + have/has + verb-এর Past Participle + object

Passive Structure : Object + have/has + been + verb-এর past participle + by + subject

For Example :

Active : He has written a letter.

Passive : A letter has been written by him.

4. বাক্যটি Past Indefinite Tense-এ থাকলে :

Active Structure : Subject + verb-এর Past form + object.

Passive Structure : Object + was/were + verb-এর Past Participle + by + subject

For Example :

Active : Rubina wrote a letter.

Passive : A letter was written by Rubina.



5. বাক্যটি Past Continuous Tense-এ থাকলে :

Active Structure : Subject + was/were + verb (ing) + object

Passive Structure : object + was/were + being + verb-এর Past Participle + by + subject.

For Example :

Active : He was writing a letter.

Passive : A letter was being written by him.

6. বাক্যটি Past Perfect Tense-এ থাকলে :

Active Structure : Subject + had + verb-এর Participle + object

Passive Structure : Object + had been + verb-এর Past participle + by + subject

For Example :

Active : He had written a letter.

Passive : A letter had been written by him.

7. বাক্যটি Future Indefinite Tense-এ থাকলে :

Active Structure : Subject + shall/will + verb + object

passive Structure : Object + shall/will + be + verb-এর past Participle + by + subject

For Example :

Active : He will write a letter.

Passive : A letter will be written by him.

8. বাক্যটি Future Continuous Tense-এ থাকলে :

Active Structure : Subject + shall/will + be + verb (ing) + object

Passive Structure : Object + shall/will + be + being + verb এর Past participle + by + subject.

For Example :

Active : You will be selling books.

Passive : Books will be being sold by you.

9. বাক্যটি Future Perfect Tense-এ থাকলে :

Active Structure : Subject + will/shall + have + verb এর Past participle + object

Passive Structure : Object + will/shall + have been + verb এর Past participle + by + subject

For Example :

Active : He will have beaten the convict.

Passive : The convict will have been beaten by him.

৩য় শর্ত : (i) Reflexive verb-এর Passive Voice করার নিয়ম :

সংজ্ঞা : যে Verb-এর Subject নিজেই Object হিসেবে বসে সেই Verb কে Reflexive Verb বলে।

Active Voice-এর ক্ষেত্রে Subject এবং object-এর কোনোরূপ পরিবর্তন না করে শুধু verb কে passive করে তারপর object এর পূর্বে শুধু by বসাতে হয়।

Example :

Active : He killed himself.

Passive : He was killed by himself.

Active : Rahim hurt himself.

Passive : Rahim was hurt by himself.
Himself was hurt by Rahim. (Wrong)

Active : She punished herself.

Passive : She was punished by herself.

(ii) Quasi-Passive Verb-এর Voice পরিবর্তন :

Quasi-Passive Verb এর Voice পরিবর্তন করার আগে এই Verb এর সংজ্ঞা পড়ে নেয়া যাক :

সংজ্ঞা : যে Verb দেখতে Active এর মতো কিন্তু বাংলা অর্থ করলে

Passive অর্থ দেয় অথবা যে Verb দেখতে সক্রিয় থাকে কিন্তু তার Subject নিষ্ক্রিয় থাকে সেই Verb কে Quasi-Passive Verb বলে।

যেমন :- (i) Honey tastes sweet. (মধু খেতে মিষ্টি)

(ii) Rice sells cheap. (চাল সস্তায় বিক্রি হয়)

[বাক্য দুটির Verb 'taste' ও 'Sells' উভয়ই Active গঠনে রয়েছে কিন্তু Verb দুটির Subject- Honey ও Rice নিজেরা কোনো কাজ করছে না। তাই উল্লিখিত Verb দুটি Quasi-Passive Verb হবে।]

◆ Quasi passive verb দুই প্রকার।

1. Complement যুক্ত Quasi-Passive Verb. [যেমন : The bed feels soft. বা Rice sells cheap.]

2. Complement ছাড়া Quasi-Passive Verb. [যেমন : The house is building. (No complement here.)]

1. Complement যুক্ত Quasi-Passive Verb :

Complement যুক্ত Quasi-Passive সহ Active Voice কে Passive Voice এ পরিবর্তনের সময় নিচের যেকোনো একটি নিয়ম অনুসরণ করতে হয়।

প্রথম নিয়ম : Active Voice এর Subject টি passive voice

এর subject হিসেবে বসে + Tense অনুসারে Auxiliary Verb বসে + Adjective টি বসে + when বসে + প্রথম subject অনুসারে সুবিধা অনুযায়ী it/they বসে + আবার tense অনুসারে সাহায্যকারী verb বসে + মূল verb এর past participle হয়।

Active : The rose smells sweet.

Passive : The rose is sweet when it is smelt.

Active : The bed feels soft.

Passive : The bed is soft when it is felt.

দ্বিতীয় নিয়ম : **Active voice** এর **Subject** টি **Passive voice** এর **Subject + verb** এর **tense** অনুসারে **Auxiliary verb** বসে + মূল **verb** এর **past participle** বসে + **Adjective/ Complement** টি বসে।

Active : The book reads well.

Passive : The book is read well.

Active : Honey tastes sweet.

Passive : Honey is tasted sweet.

2. Complement ছাড়া Quasi Passive verb :

(i) Subject অপরিবর্তিত থাকে। অর্থাৎ **Active** এ যে **Subject** থাকবে **Passive voice** এ same subject হবে।

(ii) Subject এর পরে যথাক্রমে **Auxiliary + Verb** এর **past participle** ব্যবহৃত হয়।

Active : The drums are beating.

Passive : The drums are being beaten.

Active : The cows are milking.

Passive : The cows are being milked.

Active : The rose smells sweet.

Passive : The rose is sweet when it is smelt.

Active : This composition reads well.

Passive : This composition is well when it is read.

Active : Rice sells cheap.

Passive : Rice is cheap when it is sold.

Active : This book reads good.

Passive : This book is good when it is read.

Active : The trumpets are sounding.

Passive : The trumpets are being sounded.

Active : The house is building.

Passive : The house is being built.

(iii) Modal যুক্ত বাক্যের Voice পরিবর্তন

Rule 1 : May, might, can, could, should, shall, will, must, ought to is going to যুক্ত **active voice** কে **Passive voice**-এ পরিবর্তন করার সময় এদের পরে **be** বসে এবং তার পরেই মূল **verb**-টির **past participle** হয়।

For Example :

Active : You must do the work.

Passive : The work must be done by you.

Active : You will follow me.

Passive : I will be followed by you.

Active : He is going to do the sum.

Passive : The sum is going to be done by him.

Rule 2 : **Active voice**-এর ক্ষেত্রে যদি **am to/is to/are, has to, have to/don't have to/ doesn't have to/didn't have to/had to/going to + মূল Verb** হিসেবে থাকে তাহলে **Passive voice**-এ **am to/is to/are to/has to/have to/ don't have to/doesn't have to/didn't have to/had to/going to** এর পরে **be** বসে এবং **be** এর পরে **verb** এর **past participle** ব্যবহৃত হয়।

For Example :

Active : They are going to open a joint bank account.

Passive : A joint bank account is going to be opened by them.

Active : You have to do the work.

Passive : The work has to be done by you.

(iv) Factitive Verb এর Voice পরিবর্তন :

সংজ্ঞা : যে **Verb** এর পর একটি **Object** থাকা সত্ত্বেও অন্য আরো একটি **Complement** যুক্ত না করলে অর্থ সম্পূর্ণ হয় না তাকে **Factitive Verb** বলে। (**Verb** অধ্যায়ে বিস্তারিত বলা আছে।)

যেমন : We select him captain.

Factitive Verb যুক্ত বাক্য : **Object + complement**-এর ক্ষেত্রে শুধু **object**-টিই **passive** এর **subject** হতে পারবে। সেক্ষেত্রে **object**-টি **subject** হয়ে যায়। কিন্তু সেই **complement** টিকে আর **subject** হিসেবে বসানো যায় না।

নিচে **Factitive Verb** এর কয়েকটি **Voice change** দেখুন :

Active : They made him king.

Passive : He was made king by them.

King was made him by them. (wrong)

Active : They elected him president.

Passive : He was elected President by them.

President was elected him by them. (wrong)

Active : We made him captain.

Passive : He was made captain by us.

ক্লাসিকম্/Note : We select him captain বাক্যে him হচ্ছে **object** এবং captain হচ্ছে **complement**.

(v) Intransitive Verb এর Voice পরিবর্তন:

কিছু **Intransitive Verb** বাক্যে **Group verb** হিসেবে বসে **Active** থেকে **Passive Voice** হিসেবে পরিবর্তন হয়।

Active : We should not laugh at a lame man.

Passive : A lame man should not be laughed at (by us).

Active : We must listen to our teachers.

Passive : Our teachers must be listened to (by us).

Active : We talked of them.

Passive : They were talked of by us.

↓ নিচের **Request** বাক্যগুলো দেখুন :

Active : Come here please.

Passive : You are requested to come here.



Active : Go there please.

Passive : You are requested to go there.

➤ **Please ছাড়া হলে ordered হবে :**

Active : Go there.

Passive : You are ordered to go there.

(vi) Infinitive Verb এর ক্ষেত্রে Voice পরিবর্তন :

➤ Passive of Infinitives (to + verb এর base form)

কিছু কিছু সময় পুরো বাক্যটিকে অপরিবর্তিত রেখে শুধু Infinitive এর Voice change করতে হয়।

Example :

Active : There are lots of things to do.

Passive : There are lots of things to be done.

Active : There is no time to lose.

Passive : There is no time to be lost.

Example :

Active : I find it easy to do.

Passive : It is found easy to do by me.

➤ am/is/are/was/were/have/has/had + to + infinitive:

এক্ষেত্রে 'to + infinitive' অংশের পরিবর্তন হয়। অর্থাৎ, to be + verb-এর past participle হয়।

Example :

Active : You have to admit this.

Passive : This has to be admitted by you.

Active : I am to make a telephone call.

Passive : A telephone call is to be made by me.

➤ Verb + Object + Infinitives :

এক্ষেত্রে infinitives অংশের voice change হয় না।

Example :

Active : I saw him go to the garden.

Passive : He was seen by me go to the garden.

Active : Sadia made us laugh.

Passive : We were made to laugh by Sadia.

ক্লাসরুম-Note : যদি কোনো active বাক্যে adjective + to + infinitive থাকে তাহলে তার passive-এ adjective + to + infinitive অংশটির পরিবর্তন হয় না।

(vii) Verbal Noun যুক্ত বাক্যের Voice পরিবর্তন:

(a) Verbal Noun এর ক্ষেত্রে Voice পরিবর্তন :

Active : We went to see the launching of the ship.

Passive : We went to see the ship being launched.

(b) Group Verb/Phrasal Verb এর Voice পরিবর্তন :

Verb এর পর Preposition বসে সেই Verb এর নতুন বা ভিন্ন কোন অর্থ হলে সেটিকে Group Verb বা Phrasal Verb বলে।

Group Verb/Phrasal Verb এর Voice পরিবর্তন করতে এই Verb এর সাথে থাকা Preposition কখনই বাদ দেয়া যায় না। Verb এর সাথে যুক্ত Preposition ঠিক রেখে আগের স্বাভাবিক নিয়মেই Voice পরিবর্তন করতে হয়।

যেমন- He gives up smoking. এখানে give up মানে বাদ দেয়া। এটি একটি Group Verb বা Phrasal Verb। এখান থেকে up বাদ দিয়ে Voice করলে দেখুন কেমন হয়- Smoking is given by him. এখানে অর্থটি হাস্যকর হয়ে গেছে। এজন্য give এর সাথে up ঠিক রেখেই উত্তরটি করতে হবে। সুতরাং প্রকৃত উত্তরটি হবে- Smoking is given up by him.

(viii) Object উহ্য থাকে যখন :

বাক্যের Subject যদি Someone, one, everyone, everybody, someone, somebody, anybody, nobody, no one ইত্যাদি শব্দগুলো হয়, তাহলে সেই Sentence-এর Voice পরিবর্তন করতে Passive Voice-এ এরা সাধারণত Object হিসেবে উহ্য থাকে।

Active : One should keep one's promise.

Passive : A promise should be kept. (by one-omitted)

Active : Someone has stolen my pen.

Passive : My pen has been stolen. (by someone omitted)

Active : Circumstances obliged me to go.

Passive : I was obliged to go.

Active : I have lost my book.

Passive : My book has been lost.

[এই বাক্যের শুরুতে 'My' থাকায় শেষে by me দরকার হয় না।]

Active : Someone has stolen my car.

Passive : My car has been stolen.

Active : Someone invited me to the party.

Passive : I was invited to the party.

(ix) Negative Sentences

Negative Sentence-এর Active Voice-কে স্বাভাবিক নিয়মে Passive Voice করার সময় auxiliary verb-এর পর not বসাতে হয়।

Example :

Active : I do not like puffed rice.

Passive : Puffed rice is not liked by me.

Active : I do not take soft drink.

Passive : Soft drink is not taken by me.

➤ Some more Example on Negative Sentences:

Active : The boy did not break the glass.

Passive : The glass was not broken by the boy.

Active : I have not given him the letter.

Passive : The letter has not been given him by me.
Or, He has not been given the letter by me.

Active : Has he not seen the picture?
Passive : Has not the picture been seen by him?
Active : Reba will not call you.
Passive : You will not be called by Reba.
Active : She did not write a letter to you.
Passive : A letter was not written to you by her.
 Or, You were not written a letter by her.

(x) Cognate Object বিশিষ্ট verb-এর Passive Voice:

Cognate অর্থ সমজাতীয়। verb- এর অনুরূপ অর্থ বা Verb নিজেই যখন object এর স্থানে বসে তাকে Cognate Verb বলে। আর, এই

Verb এর object-কে cognate object (সমধাতুজ কর্ম) বলে। এক্ষেত্রে, স্বাভাবিক নিয়মেই Voice change করতে হয়।

Example :

Active : He ran a race.
Passive : A race was run by him.
Active : He dreamt a dream.
Passive : A dream was dreamt by him.
Active : The patient slept a sound sleep.
Passive : A sound sleep was slept by the patient.
Active : I shall sing a song.
Passive : A song will be sung by me.

৪র্থ শর্ত : (i) Interrogative Sentence এর Voice পরিবর্তন করার নিয়ম :

Active voice এ ব্যবহৃত question words যেমন : why, when, which, what, how, where ইত্যাদি থাকলে এগুলো passive voice এ কোনো পরিবর্তন হয় না। তবে, কেবল who যুক্ত passive voice এর ক্ষেত্রে by whom হয়। Appropriate preposition এর Fixed ব্যবহারজনিত কারণে To whom/For whom/With whom হতে পারে।

যেমন :

Active : Who knows the ways of nature?
Passive : To whom are the ways of nature known?

ক্লাসরুম Note : এখানে Verb know থাকায় by whom না বসে to whom বসেছে।

Interrogative Sentence এর Voice পরিবর্তনের Structure ভিত্তিক কয়েকটি Rules :

Interrogative Sentence টি যদি Who দিয়ে শুরু হয়, তাহলে Passive Voice করার সময় By whom দিয়ে শুরু করতে হয়। সুতরাং Structure-টি হবে :

By whom + auxiliary verb + subject + verb-এর past participle + ?

Example :

Active : Who taught you English?
Passive : By whom were you taught English?
Active : Who gave you this book?
Passive : By whom was this book given to you?
Active : Who will help you?
Passive : By whom will you be helped?

➤ Whom দিয়ে শুরু হওয়া বাক্য :

Interrogative Sentence যদি whom দিয়ে শুরু হয়, তাহলে passive voice করার সময় who দিয়ে শুরু করতে হয়। তাই structure-টি হবে :

who + auxiliary verb + verb এর past participle + object + ?

Example :

Active : Whom did you call?
Passive : Who was called by you?
Active : Whom did you see on the road?
Passive : Who was seen by you on the road?

➤ What দিয়ে শুরু হওয়া বাক্য :

Interrogative Sentence যদি What দিয়ে শুরু হয়, তাহলে passive voice করার সময়ও what দিয়ে শুরু হয়, তাহলে structure-টি হবে :

what + auxiliary verb + verb এর past participle + object + ?

Example :

Active : What do you want?
Passive : What is wanted by you?
Active : What has he taken?
Passive : What has been taken by him?

➤ Why দিয়ে শুরু হওয়া বাক্য :

Interrogative Sentence যদি Why দিয়ে শুরু হয়, তাহলে Passive Voice করার সময় Why দিয়ে শুরু করতে হয়। তাই Structure-টি হবে :

Why + auxiliary verb + subject + verb-এর past participle + object + ?

Example :

Active : Why did the teacher punish you?
Passive : Why were you punished by the teacher?
Active : Why are you doing this?
Passive : Why is this being done by you?

➤ Which দিয়ে শুরু হওয়া বাক্য :

Interrogative Sentence যদি Which দিয়ে শুরু হয়, তাহলে passive voice করার সময় which দিয়ে শুরু করতে হয়। তাই structure-টি হবে :



Which + Subject + auxiliary verb + verb-এর past participle + object + ?

Example :

Active : Which book do you want?

Passive : Which book is wanted by you?

Active : Which flower do you love?

Passive : Which flower is loved by you?

➤ **How দিয়ে শুরু হওয়া বাক্য :**

Interrogative Sentence- যদি How দিয়ে শুরু হয়, তাহলে

Passive Voice করার সময় How দিয়ে শুরু করতে হয়। তাই

Structure-টি হবে :

How + auxiliary verb + Subject + verb-এর Past participle + object + ?

Example :

Active : How did you do the work?

Passive : How was the work done by you?

Active : How did you manage it?

Passive : How was it managed by you?

Do/Does/Did দিয়ে শুরু হলে :

Do/Does এর পরিবর্তে শুরুতে Subject অনুযায়ী Am/Is/Are বসে এবং Did এর পরিবর্তে Was/Were বসবে। এরপর আগের নিয়মেই বাকি অংশ বসবে + শেষে প্রশ্নবোধক (?) চিহ্ন বসবে।

যেমন :

Active : Does he do the work?

Passive : Is the work done by him?

Active : Did he do the work?

Passive : Was the work done by him?

Shall/Will দ্বারা শুরু হলে শুধু 'be' যুক্ত হবে :

Active : Will he do the work?

Passive : Will the work be done by him?

Have/Has দ্বারা শুরু হলে শুধু 'been' যুক্ত হবে :

Active : Has he done the work?

Passive : Has the work been done by him?

(ii) Imperative Sentence এর Voice পরিবর্তন করার নিয়ম :

সংজ্ঞা : যে Sentence দ্বারা কোনো আদেশ, অনুরোধ, উপদেশ দেওয়া বুঝায় সেই Sentence-কে Imperative Sentence বলে। মনে রাখতে হবে, Imperative Sentence সর্বদা Verb দিয়ে শুরু হয়ে থাকে।

যেমন: (i) Go there.

(ii) Let me do the work.

Imperative Sentence-এর Active Voice কে Passive Voice এ পরিবর্তন করতে বাক্যের শুরুতে Let যুক্ত করতে হয়। Let এর পর Active Voice এর object বসে। পরে সূত্রের be বসে এবং মূল Verb এর Past Participle form বসাতে হয়।

Rule : Let + Object + be + verb এর Past participle.

Active : Post the letter.

Passive : Let the letter be posted.

Active : Always speak the truth.

Passive : Let the truth be spoken always.

Imperative Sentence-এর প্রথমে please ব্যবহৃত হলে Passive voice এ 'You are requested to' ব্যবহৃত হবে, কিন্তু Sentence-টি Negative হলে You are requested not to বসে।

Active : Please meet me.

Passive : You are requested to meet me.

Active : Please do not smoke.

Passive : You are requested not to smoke.

আবার Imperative Sentence Let দ্বারা সূচিত হলে Passive Voice এ পরিবর্তনকালে Let ঠিক রাখতে হবে।

Active : Let me write a letter.

Passive : Let a letter be written by me.

Imperative Sentence টি Negative হলে সেক্ষেত্রে Let not দিয়ে Passive voice করতে হয়।

Active : Don't laugh at the poor.

Passive : Let not the poor be laughed at.

Active : Don't tell a lie.

Passive : Let not a lie be told.

Imperative Sentence-এর মূল verb-এর পরে যথাক্রমে direct indirect object থাকলে Passive Voice-এর ক্ষেত্রে direct object টি Subject হিসাবে ব্যবহৃত এবং indirect object এর পূর্বে to বা for বসে।

Active : Give me a glass of water.

Passive : Let a glass of water be given to me.

(iii) Complex Sentence এর Voice পরিবর্তন :

Complex sentence-এর Voice-পরিবর্তনে Principal ও Subordinate উভয় প্রকার Clause-এই প্রয়োজনীয় পরিবর্তন করতে হয়। এরূপ ক্ষেত্রে introductory 'It' ব্যবহার করা যেতে পারে।

যেমন :-

Active : We know that Columbus discovered America.

Passive : That America was discovered by Columbus is known to us.

অথবা, It is known to us that America was discovered by Columbus.

Voice Change সংক্রান্ত নিচে গুরুত্বপূর্ণ কিছু **Preposition** দেওয়া হলো। এগুলো শিক্ষার্থীদের অবশ্যই স্মরণ রাখতে হবে :

With : annoyed (যদি ব্যক্তি থাকে), Covered, Seized, Satisfied, Pleased (ব্যক্তি), Filled etc.

At : Annoyed (যদি আচরণ বুঝায়), Pleased (আচরণ), Shocked, Charm, Amazed, Marveled, Surprized, Laugh etc.

আবার **Simple Sentence** একটিমাত্র **Clause**-এ **Double Passive** হলে ভুল অর্থ হয়ে যায়।

যেমন :-

Active : They proposed to hold a meeting.

Passive : A meeting was proposed to be held by them. (Incorrect)

Passive : It was proposed by them that a meeting should be held. (Correct)

অথবা, A meeting proposed to be held.

In : Swear, Embodied, Interested, Contained etc.

Of : Frightened

To : Know

About : Worry.

Appropriate Preposition ব্যবহার করে Voice পরিবর্তন

1. Surprise এর পর at ব্যবহৃত হয়।

Active : His behaviour surprised me.

Passive : I was surprised at his behaviour.

2. Cover এর পর with বসে।

Active : A nice blanket covers my body.

Passive : My body is covered with a nice blanket.

3. Contain এর পর in বসে।

Active : The bucket contains twenty litre of water.

Passive : Twenty litre of water is contained in the bucket.

4. Know এর পরে by না বসে to বসে।

Active : I know him. [30th BCS]

Passive : He is known to me.

5. কোন ব্যক্তির উপর বিরক্ত হওয়া বুঝাতে annoyed এরপর with, কিন্তু বস্তু বা কাজের উপর বিরক্ত হওয়া বুঝাতে annoyed এর পর at বসে।

Active : He annoyed me.

Passive : I was annoyed with him.

Active : The sound annoyed us.

Passive : We were annoyed at the sound.

6. Seize এর পর with ব্যবহৃত হয়।

Active : The panic seized me.

Passive : I was seized with the panic.

7. Vex (বিরক্ত করা) এর পর at ব্যবহৃত হয়।

Active : Her behaviour vexed me.

Passive : I was vexed at her behaviour.

8. Shock এর পর at ব্যবহৃত হয়।

Active : His mother's death shocked me.

Passive : I was shocked at his mother's death.

9. Marvel (মুগ্ধ করা) এর পর at বসে।

Active : The beauty of the girl marveled us.

Passive : We were marveled at the beauty of the girl.

10. Embodied এর পর in বসবে।

Active : My teacher embodies all the good qualities. [27th BCS]

Passive : All the good qualities are embodied in my teacher.

11. Satisfied এর পর with বসবে।

Active : His behavior satisfied the teacher.

Passive : The teacher was satisfied with his behavior.

12. Worried এর পর about বসবে।

Active : His behaviour worried me.

Passive : I was worried about his behaviour.

Voice পরিবর্তন করতে আরও যে নিয়মগুলো জানা থাকা দরকার:

(1) **Active voice** এর কর্তা যদি **people, one, someone, somebody** ইত্যাদি সাধারণ বা অনির্দিষ্ট ব্যক্তি হয় তাহলে **passive** করার সময় তাদেরকে **by** দ্বারা লেখা যাবে না।

Active: People always remember the patriots.

Passive: The patriots are always remembered.



(2) Bare infinitive verb এর passive

কিছু কিছু verb আছে যাদের পর দ্বিতীয় verb ব্যবহৃত হলে দ্বিতীয় verb টির পূর্বে to বসে না। যেমন **see, watch, make, help** ইত্যাদি। কিন্তু passive এর ক্ষেত্রে to বসে।

যেমন-

Active : I saw him play football.

Passive : He was seen to play football by me.

Active : He made me understand the problem.

Passive : I was made to understand the problem by him.

Active : They helped us do the work.

Passive : We were helped to do the work by them.

Active : We watched them fall in accident.

Passive : They were watched to fall in accident by us.

(3) Order / command যুক্ত sentence এর passive

যখন imperative sentence টি দ্বারা order / command বুঝায় তখন **let** দিয়ে passive শুরু করতে হয়। তারপর active voice এর object বসে (subject রূপে নয়) এরপর be verb তারপর verb pp বসে। আর sentence টি negative হলে let এরপর not বসে। যেমন-

Active : Do the work.

Passive : Let the work be done.

Active : Don't do the work.

Passive : Let not the work be done.

Active : Fire on them.

Passive : Let them be fired on.

(4) Advice/suggestion যুক্ত sentence এর passive

Imperative sentence দ্বারা advice / suggestion বুঝালে passive করার সময় active voice এর object কে subject বানাতে হয়। তারপর should/must বসে এর পর be তারপর verb pp বসে। যেমন-

Active : Obey your teachers.

Passive : Your teachers should / must be obeyed.

Active : Abide by the laws of the land.

Passive : The laws of the land should/must be abided by.

Active : Send your children to school.

Passive : Your children should/must be sent to school.

(5) Please/kindly যুক্ত sentence এর passive

Please/kindly যুক্ত active voice কে passive করতে হলে **You are requested** দ্বারা শুরু করতে হয়।

তারপর to বসে তারপর মূল verb তারপর object থেকে শেষ পর্যন্ত বসে। please, kindly বাদ যায়। যেমন-

Active : Please give me a glass of water.

Passive : You are requested to give me a glass of water.

Active : Please give me some money.

Passive : You are requested to give me some money.

(6) Let যুক্ত sentence এর passive voice

Let যুক্ত active voice কে passive করার নিয়ম:

Let + active voice এর second object + be + verb pp + by + active voice এর first object

Active : Let me do the work.

Passive : Let the work be done by me.

Active : Let them solve the problem.

Passive : Let the problem be solved by them.

(7) Quasi passive

কিছু কিছু verb আছে যাদের সরাসরি passive করা যায় না। কিন্তু complex sentence করার মাধ্যমে তাদের passive করা যায়। এদের বলে quasi passive (আধা passive)।

যেমন-

Active : Rice sells cheap.

Passive : Rice is cheap when it is sold.

Or, Rice is sold cheap.

(8) Causative verb (make) এর মাধ্যমে passive

কিছু কিছু verb আছে যাদের passive করা যায় না। তবে একটি causative verb (make) এর মাধ্যমে passive করা যায়।

যেমন-

Active : It happened.

Passive : It was made to happen.

From Passive to Active

Passive থেকে active করার সময় প্রথমে আমাদের by এর পরে যে অংশটুকু থাকে তাকে subject করতে হবে। আর by এর পরে কিছু না থাকলে একটি subject ধরতে হবে। ব্যক্তি থাকলে we/people/someone আর বস্তু থাকলে it হবে।

Passive : The shore is visited by thousands of people every year.

Active : Thousands of people visit the shore every year.

Passive : He is called wise Solomon.

Active : People call him wise Solomon.

Passive : Honey is stored in the hive.

Active : A bee stores honey in the hive.

Passive : My pocket has been picked.

Active : Someone has picked my pocket.

Passive : Bangla is spoken in many parts of the world.

Active : People speak Bangla in many parts of the world.

Passive : English is spoken all over the world.

Active : People speak English all over the world.

৬ষ্ঠ শর্ত

নিচে কিছু ব্যতিক্রম নিয়মে করা Voice পরিবর্তনের Previous প্রশ্ন দেওয়া হলো; এগুলো নিয়মিত চর্চা করে দেখলে নিতে হবে।



Teacher's Discussion

1. **What is the passive form the sentence 'Have you played football'?** [Combined 9 Bank Senior Officer (General)-2023]
 - a. Has been football played by you?
 - b. Has football played by you?
 - c. Has football been played by you?
 - d. Is football played by you?

Ans: c
2. **Active voice of 'The traitors should be shot dead' is:** [Uttara Bank Ltd (Assistant Officer (Cash)-2022)]
 - a) They should have shot the traitors dead.
 - b) They shall shoot the traitors dead.
 - c) They should shoot the traitors dead.
 - d) They shot the traitors dead.

Ans: c
3. **Passive voice of 'Who taught you English' is:** [Uttara Bank Ltd (Assistant Officer (Cash)-2022)]
 - a) By whom were you taught English?
 - b) Who was taught English to you?
 - c) By whom is English is taught to you?
 - d) Wo was teaches you English?

Ans: a
4. **Active Voice of 'He was being chased by the dogs'.** [Global Islami Bank Ltd (PO)-2022)]
 - a) The dogs chased him.
 - b) The dogs were chasing him.
 - c) The dogs are chasing him.
 - d) The dogs chase him.

Ans: b
5. **Change into passive voice: 'People believe he is a scholar.'** [Combined 7 Banks & 1 Financial Institution (Senior Officer)-2022]
 - a) He is believed scholar by the people
 - b) He is believed to be a scholar.
 - c) He is a scholar as people believe.
 - d) He is being believed a scholar

Ans: b
6. **What is the active voice of 'What she thinks was known to us.'** [Combined 6 Bank Ltd. (AP)-2021]
 - a) We knew what she thinks
 - b) We have known about her thinking
 - c) We knew what she is thinking
 - d) We know what she thinks

Ans: a
7. **They love each other. Correct passive form will be—.** [Rupali Bank Ltd. (ANE)-2021]
 - a) They are loved by each other
 - b) Each other loved by them
 - c) Each other arc loved by them
 - d) Each other being loved by both

Ans: a
8. **Passive voice of 'If you're doing something important, you are working to make change happen.'** [Uttara Bank Ltd. (PO)-2021]
 - a) If something important is done, work is done to make change happen.
 - b) Something important is being done by you, you are making change happen.
 - c) If something important is being done, work is being done to make change happen.
 - d) If important word is being done, change is about to happen.

Ans: c
9. **Passive voice of 'I saw him leaving the house' is-** [Global Islami Bank Ltd. (PO)-2021]
 - a) Leaving the house he was seen by me
 - b) He was seen to be leaving the house
 - c) He was seen leaving the house by me
 - d) He had been seen leaving the house

Ans: c
10. **Passive voice of 'None likes him' is-** [Global Islami Bank Ltd. (PO)-2021]
 - a) He is not liked by anyone
 - b) He was not liked by anyone
 - c) He has not been liked by anyone
 - d) He is liked by none

Ans: a
11. **When I am alone, I hear the footsteps of my friend in my imagination.** [First Security Islami Bank Ltd. (PO)-2021]
 - a) The footsteps of my friend heard by me, when I am alone.
 - b) The footsteps of my friend is heard by me when I am alone.
 - c) The footsteps of my friend are heard by me when I am alone.
 - d) The footsteps of my friend was heard by me when I am alone.

Ans: c
12. **Who will help you? The passive form is-** [Rupali Bank Ltd. (FA)-2020]
 - a) By whom will you be helped?
 - b) By whom would you helped?
 - c) By whom you would be helped?
 - d) By whom you will be helped?

Ans: a
13. **The passive structure of the sentence 'Never waste time' is—** [স্বাস্থ্য ও পরিবার কল্যাণ মন্ত্রণালয়ের স্বাস্থ্য প্রকৌশল অধিদপ্তরের সহকারী প্রকৌশলী (সিভিল) ২০১৯]
 - Ⓐ Let not time be wasted
 - Ⓑ You should not waste time
 - Ⓒ Let not time be ever wasted
 - Ⓓ Let not time never wasted

Ans: c



**14. Find the correct passive voice of the sentence—
'Roses smell sweet'**

[স্থানীয় সরকার বিভাগের উপসহকারী প্রকৌশলী/নকশাকার ২০১৯]

- a) Roses are sweet smelling which someone smells.
- b) Roses are sweet when smelt.
- c) Roses are sweet when we smell.
- d) Roses are smelling sweet.

Ans: b

15. Please, keep quiet'. (Make it passive)

[১৬তম শিক্ষক নিবন্ধন ও প্রত্যয়ন পরীক্ষা [স্কুল পর্যায়-২] ২০১৯]

- a) You are told for keeping quiet.
- b) You are requested to keep quiet.
- c) You are requested for keep quiet.
- d) You are told to keep quiet.

Ans: b

16. Rome was not built in a day. (Active)

[১৪তম শিক্ষক নিবন্ধন [স্কুল পর্যায়] ২০১৭]

- a) The Romans did not build Rome in a day
- b) People were not build Rome in a day
- c) The Romans were to build Rome in a day
- d) A day was not built by Rome

Ans: a

17. The passive form of the sentence 'One should keep one's promises' should be—[Sadharan Bima Corporation Junior Officer 2019]

- a) One's promises should he kept.
- b) Promises should be kept.
- c) Promises made should be kept.
- d) Promises made needs to be kept.

Ans: b

18. "It cannot be done." The active voice form is—

[Bangladesh Krishi Bank Officer (Cash) 2017]

- a) No one can do it.
- b) We cannot do it.
- c) It is impossible to do it.
- d) Most people cannot do it.

Ans: b

19. They elected him chairman. Its passive form is :

[রাবি ইউনিট এ (গ্রুপ-১) ২০১৯-২০]

- a) He was elected chairman (by them).
- b) Chairman was elected by them.
- c) Chairman was elected him by them.
- d) By them was he elected chairman.

Ans: a

20. 'He died of fever' Passive form is— [RU 08-09,

উপজেলা মহিলা ও শিশু বিষয়ক কর্মকর্তা-০৭, প্রাক-প্রাথমিক সহকারী শিক্ষক (দায়িনুব)-১৩, JUST (F, বাণিজ্য) 15-16, IU (B) 17-18]

- a) Fever caused his to die.
- b) Fever caused him to death.
- c) He was caused to die of fever.
- d) His death was caused with fever.

Ans: c

21. He worked for an hour. (Make it passive)

[নির্বাচন কমিশন সহকারী সচিব-৯৫, BSMRSTU E 19-20]

- a) An hour was worked for by him.
- b) He was in the work for an hour.
- c) An hour was passed by him in the work.
- d) An hour was spent by him in working.

Ans: d

22. Change the voice : I have a red cat. (এটি voice এর নিয়মবিরুদ্ধ তাই অপশন বিবেচনায় উত্তর) IU G 13-14]

- a) A red cat is possessed by me.
- b) A red cat has been had by me.
- c) A red cat belongs to me by me.
- d) A red cat is to be had by me.

Ans: a

23. The passive form of the sentence 'I am sorry to disturb you' — [KU 06-07]

- a) I am sorry to be disturbed by you.
- b) You are sorry to be disturbed by me
- c) I am sorry to have disturbed you.
- d) I am disturbed by your sorrow.

Ans: c

24. Change the voice : 'Let us go, you and I'[SUST B 05-06, BRUR B 16-17]

- a) Let you and I be gone.
- b) Let's you and I are gone.
- c) You and I should go now.
- d) Let's go then, should we?

Ans: a

Narration

Narration এর সংজ্ঞা : বক্তার বক্তব্যকে অর্থাৎ বক্তা যা বলে তাকেই ইংরেজিতে Speech বা Narration বলা হয়। বক্তার উক্তি বা বক্তব্য দুই ধরনের হতে পারে। যেমন, বক্তার প্রত্যক্ষ উক্তি এবং বক্তার পরোক্ষ উক্তি। আর এর ভিত্তিতেই Narration কে দুই ভাগে ভাগ করা হয়। যথা :

- i. Direct Narration (প্রত্যক্ষ উক্তি; বক্তার সরাসরি কথা)
- ii. Indirect Narration (পরোক্ষ উক্তি; বক্তার পরোক্ষ কথা)

i. **Direct Narration (প্রত্যক্ষ উক্তি) :** যখন কোনো বক্তার বক্তব্যকে কোনো রূপ পরিবর্তন না করে অবিকল তার ভাষায় ব্যক্ত করা হয় তখন তাকে Direct Narration বলে। এক্ষেত্রে বক্তার বক্তব্যকে (“ ”) মধ্যে রাখা হয় এবং এ বক্তব্যটিকে বলা

হয় Reported Speech. আর Reported Speech এর পূর্বের বা Inverted comma এর বাইরের verb-টিকে বলা হয় Reporting Verb. মূলত এই verb-টির সাহায্যেই Reported Speech-এর বক্তব্যকে প্রকাশ করা হয়ে থাকে।

উদাহরণ: Sadia said to me “I have finished my work.”

ii. **Indirect Narration (পরোক্ষ উক্তি) :** বক্তার বক্তব্যকে সরাসরি তার ভাষায় প্রকাশ না করে অর্থ ঠিক রেখে অন্যের ভাষায় প্রকাশ করাকে Indirect Narration বলে।

যেমন:- **Sadia told me that she had finished her work.**

Narration পরিবর্তন করার কৌশল

লক্ষ্য করুন,

Sadia said to me “I did the work yesterday”.

এই বাক্যটিতে দুটি অংশ রয়েছে।

(i) Sadia said to me একটি অংশ এবং

(ii) Inverted comma যুক্ত “I did the work yesterday” এটি আরেকটি অংশ।

আগেই বলেছি, এই বাক্যে (i) নং অংশটিকে বলা হয় Reporting verb অংশ এবং (ii) নং অংশটিকে বলা হয় Reported speech অংশ।

(**ক্লাসরুম Note :** Narration Solve করা শিখতে হলে, এই Reporting verb ও Reported speech অংশ বারবার আলোচনা চলে আসবে। কাজেই এগুলোকে অবশ্যই স্মরণ রাখতে হবে।)

এবার Direct Narration টিকে কীভাবে Indirect Narration এ পরিবর্তন করতে হবে তা নিয়ে আলোচনা করা যাক :-

উপরে প্রথমে দেয়া Direct Narration বাক্যটিকে যদি আমরা Indirect Narration এ পরিণত করি তাহলে আমাদেরকে প্রথমেই দেখতে হবে সেই বাক্যটি থেকে কোন কোন শব্দ পরিবর্তন হবে। বাক্যটির একটি পড়লেই আমরা বুঝতে পারবো।

প্রথমতঃ Reporting verb অংশের Said to পরিবর্তন হবে এবং এরপর Reported speech এর Inverted comma এর ভেতরে থাকা ‘I’ (person), did (verb) এবং yesterday (কিছু বিশেষ Adverb) পরিবর্তন হবে।

Classroom Tips : Narration এর মূল Rules গুলো শেখার আগে প্রথমে Inverted comma’র ভেতরের অংশে যে শব্দগুলো পরিবর্তন হবে তার একটি তালিকা আমরা দেখে নিতে পারি। মনে রাখা ভালো, Reported Speech বা Inverted comma’র ভেতরের অংশে সাধারণত person, verb ও adverb এর পরিবর্তন হয়ে থাকে।

Inverted Comma’র ভেতরের Person এর পরিবর্তন দেখুন

Inverted Comma’র ভেতরে নিম্নোক্ত Person থাকলে	Inverted Comma’র বাইরের যাকে Follow করে পরিবর্তন হবে।
1 st Person	Subject কে অনুসরণ করে বসবে। যেমন :- Zulekha Said “I am ill” এই বাক্যে Inverted Comma’র ভেতরের 1 st Person ‘I’ বাইরে Zulekha কে অনুসরণ করে বসে, ‘She’ হবে। অর্থাৎ Zulekha said that she was ill.
2 nd Person	বাইরে থাকা Object কে অনুসরণ করে বসবে। He said to me, “you are ill”. এই প্রশ্নে you follow করবে inverted comma এর বাইরের object ‘me’ কে। এক্ষেত্রে me এর subject রূপ I গিয়ে you এর স্থানে বসে হবে- He told me that I was ill.
3 rd Person	No Change (অর্থাৎ ভেতরে Third Person থাকলে বাইরের কাউকেই Follow করবে না)। এর মানে হচ্ছে, ভেতরে He থাকলে he, she থাকলে she হবে।



এবার, Inverted Comma'র ভেতরের অংশ বা ভেতরের Reporting অংশের
Person পরিবর্তনের বিস্তারিত দেখুন-

Rule-01 : Reported Speech- এর ক্ষেত্রে ব্যবহৃত First person (I, we, me, us, my, our, mine, ours) Reporting Verb-এর Gender ও Person অনুসারে পরিবর্তিত হয়।

Direct – She said, “I shall do the work”.

Indirect – She said that she would do the work.

Direct – Rokeya said to Sumaya, “I can do my duty”.

Indirect – Rokeya told Sumaya that she could do her duty.

ব্যতিক্রম : Reported speech- এর Subject হিসেবে যদি We বসে এবং তার দ্বারা যদি মানব জাতি বোঝায় অথবা বক্তা এবং যাকে উদ্দেশ্য করে বলা হয় অর্থাৎ শ্রোতা উভয়কেই বোঝায় তাহলে Indirect Narration-এ we-এর কোনো পরিবর্তন হয় না।

Direct – Teacher said, “We can not live alone”.

Indirect – Teacher said that we can not live alone.

Direct – Ziku said to me, “We should obey our parents”.

Indirect – Ziku told me that we should obey our parents.

Rule-02 : Reported speech-এর ক্ষেত্রে ব্যবহৃত Second person (you, your, yours) Reporting verb-এর object-এর Person অনুসারে পরিবর্তিত হয়।

Direct – He said to me, “You have read your book”.

Indirect – He told me that I had read my book.

Direct – Noman said to him, “You have done your duty”.

Indirect – Noman told him that he had done his duty.

Rule-03 : Reported speech-এর অন্তর্গত Third person- (he, she, they, him, them, his, their, their) Indirect Narration-এ অপরিবর্তিত থাকে।

Direct – I said to Mizan, “He has finished his work”.

Indirect– I told Mizan that he had finished his work.

Direct – Saddam said to Manik, “Sumaya can dance well”.

Indirect – Saddam told Manik that Sumaya could dance well.

এবার Inverted Comma'র ভেতরের অংশের Verb এর পরিবর্তন :

Inverted Comma'র ভেতরের Verb অংশের পরিবর্তনের পূর্বে আমাদের দেখতে হবে Reporting Verb বা বাইরে থাকা অংশের Verbটি কোন Tense এ রয়েছে। যদি Inverted Comma'র বাইরের Verbটি Past Tense এ না থেকে Present বা Future Tense এ থাকে তাহলে Inverted Comma'র ভেতরের বা Reported Speech অংশের Verb এর Tense গত কোন পরিবর্তন হবে না। তবে, বাইরের Verbটি Past Tense এ থাকলে তখন ভেতরের Verbটি নিম্নোক্ত নিয়ম অনুযায়ী পরিবর্তন হবে।

Inverted Comma'র ভেতরে থাকলে	Inverted Comma'র বাইরে হবে
1. Present Indefinite Tense (does the work এরকম থাকলে)	Past Indefinite Tense (did the work হবে)
2. Past Indefinite Tense (did the work থাকলে)	Past Perfect Tense হবে (had done হবে)
3. Past Perfect Tense (had done)	Past Perfect Tense ই হবে (had done)

4. am/is/are থাকলে	was/were হবে
5. was/were থাকলে	had been হবে
6. Have/has/ can/ may/ shall/ will ইত্যাদি থাকলে	had/could/might/would হবে। (তবে, shall এর পরিবর্তে should হবে না বরং would হবে।)
7. must থাকলে	had to/must হবে। (অবশ্যই পালনীয় হলে must পরিবর্তন না হয়ে must-ই থাকবে। যেমন : you must obey your teacher/ parents....)

এবার, Tense পরিবর্তনের মাধ্যমে Narration এর পরিবর্তন গুলো লক্ষ করুন :

Rule-01 : Direct speech-এর Reporting Verb টি present Tense, বা Future Tense-এ হলে Reported Speech-এর Verb-এর Tense-এর কোনো পরিবর্তন হয়না। এক্ষেত্রে শুধু Person-এর পরিবর্তন হয়ে থাকে।

Direct – He says, “I have finished my work”.
Indirect – He says that he has finished his work.
Direct – John has said, “He has done his duty”.
Indirect – John has said that he has done his duty.
Direct – Sumaya will say, “I write a novel”.
Indirect – Sumaya will say that she writes a novel.

Rule-02 : Direct speech-এ যদি চিরন্তন সত্য, ঐতিহাসিক সত্য, অভ্যাসগত সত্য বোঝায় তাহলে Indirect Narration-এ verb এর কোনো পরিবর্তন হয় না।

Direct – Teacher said, “The earth moves round the sun”.
Indirect – The teacher said that the earth moves round the sun.
Direct – He said, “Honesty is the best policy.”
Indirect – He said that honesty is the best policy.

Rule-03 : Direct Narration টি যদি Present Indefinite tense এ থাকে তাহলে Indirect Narration টি Past Indefinite tense এ হয়।

Direct – He said, “I read a poetry”.
Indirect – He said that he read a poetry.
Direct – She said, “I write a letter”.
Indirect – She said that she wrote a letter.

Rule-04 : Direct Narration টি Present Continuous tense হলে Indirect Narration কে Past Continuous tense এ করতে হয়।

Direct – Bob said, “I am writing a letter”.
Indirect – Bob said that he was writing a letter.
Direct – She said, “She is working”.
Indirect – She said that She was working.

Rule-05 : Direct Narration টি Present Perfect tense হলে Indirect Narration কে Past Perfect tense-এ করতে হয়।

Direct – She said, “She has done her duty”.
Indirect – She said that She had done her duty.
Direct – Tom said, “I have finished my dinner”.
Indirect – Tom said that he had finished his dinner.

Rule-06 : Direct Narration টি Present Perfect Continuous tense হলে Indirect Narration-কে Past Perfect Continuous tense-এ করতে হয়।

Direct – John said “He has been reading book”.
Indirect – John said that he had been reading a book.
Direct – He said “It has been raining since morning”.
Indirect – He said that it had been raining since morning.

Rule-07 : Direct Narration টি যদি Past Indefinite tense এ হয় তাহলে Indirect Narration টি Past Perfect tense-এ হয়।

Direct – He said, “I wrote a letter”.
Indirect – He said that he had written a letter.
Direct – She said, “I came home yesterday”.
Indirect – She said that she had come home yesterday.

Rule-08 : Direct Narration টি যদি Past Continuous tense এ হয় তাহলে Indirect Narration টি Past Perfect Continuous tense এ হয়।

Direct – Sumaya, “I was eating rice”.
Indirect – Sumaya said that she had been eating rice.
Direct – She said, “I was working then”.
Indirect – She said that she had been working then.

Rule-09 : Direct Narration টি যদি Past Perfect tense এ হয় তাহলে Indirect Narration টির কোনো পরিবর্তন হবে না। অর্থাৎ এটিও Past Perfect tense এই থাকবে।

Direct – They said, “We had done the work”.
Indirect – They said that they had done the work.
Direct – She said, “I had written a letter”.
Indirect – She said that she had written a letter.



Rule-10 : Direct Narration টি যদি Past Perfect Continuous tense-এ হয় তাহলে Indirect Narration টির কোনো পরিবর্তন হবে না। অর্থাৎ এটিও Past Perfect Continuous tense এই থাকবে।

Direct – She said, “I had been reading the book for two years”.

Indirect – She said that she had been reading the book for two years.

Rule-11 : Direct narration টি Future tense হয় তাহলে Indirect Narration কে Future in the past tense-এ করতে হয়। অর্থাৎ would/could দিয়ে করতে হয়।

Direct – He said to me, “I will go home tomorrow”.

Indirect – He said to me that he would go home the next day.

Direct – She said, “I will make a plan”.

Indirect – She said that she would make a plan.

Direct – She said, “I shall help you”.

Indirect – She said that she would help me.

Direct – The boy said, “I can do the work”.

Indirect – The boy said that he could do the work.

Direct – Father said, “You may go to school”.

Indirect – Father said that I might go to school.

Direct – Razu said to me, “I should have done the work”.

Indirect – Razu said to me that he should have done the work.

Direct – Rokeya said to me, “I could have done the work”.

Indirect – Rokeya said to me that she could have done the work.

এবার, Inverted Comma’র ভেতরের বিশেষ কিছু Adverb বা দূরত্ব সূচক শব্দের পরিবর্তন দেখে নেয়া যাক:

Inverted Comm’র ভেতরের অংশে বা Direct Narration অংশে নিম্নোক্ত শব্দগুলো থাকলে	Indirect Narration হবে	Direct Narration থাকলে	Indirect Narration হবে
This (ইহা/এই)	that (উহা/ঐ)	Today (আজ)	That day (ঐ দিন)
These (এগুলো)	Those (ওগুলো)	Tomorrow (আগামীকাল)	The next day/ The following day (পরের দিন / পরবর্তী দিন)
Here (এখানে)	There (সেখানে)	Yesterday (গতকাল)	The previous day (পূর্বের দিন)
Ago (আগে)	Before (আগে)	Last month (গতমাস)	The previous month (আগের মাস)
Come (আসা)	Go (যাওয়া)	To night (আজ রাত)	That night (ঐ রাত)
Thus (এভাবে)	So (তাই)	Last night (গত রাত)	The previous night (আগের রাত)
Hither (এদিকে)	Thither (সেদিকে)	Next week (আগামী সপ্তাহ)	The following week (পরবর্তী সপ্তাহ)
Hence (এখান থেকে)	Thence (সেখান থেকে)	Now (এখন)	Then (তখন)
That (ঐ)	It (এটি)		

তাহলে উপরিউক্ত আলোচনায় ক্রমান্বয়ে আমরা দেখলাম, কীভাবে Inverted Comma’র ভেতরের শব্দগুলোর গুরুত্বপূর্ণ ৩টি অংশ যেমন :- Person, Verb, Adverb এর পরিবর্তন হলো।

এবার, দেখুন Reporting Verb বা Inverted Comma’র বাইরের অংশের Verb এর কীভাবে পরিবর্তন হয়। এই কাজটুকু শেষ করতে পারলেই Narration শেখার কাজ almost শেষ।

(1) যদি বাক্যটি Assertive Sentence এ থাকে-

Direct	Indirect
Say/tell	tell (Present tense এর ক্ষেত্রে)
Said/told	told
	গুরুত্বপূর্ণ Note : Said এর পর কোনো object না থাকলে Said, আর যদি object থাকে তাহলে Told হবে।

(2) বাক্যটি যদি Interrogative হয়-

Interrogative sentence-এর ক্ষেত্রে Reporting Verb-এর পরিবর্তন :

Direct	Indirect	Direct	Indirect
Say	ask	Said	asked
Says	asks	Said to	asked

Imperative sentence-এর ক্ষেত্রে Reporting Verb-এর পরিবর্তন :

	Direct	Indirect
সাধারণ আদেশ বোঝাতে	Said	Ordered
সৈনিক আদেশ বোঝাতে	Said	Commanded
নিষেধ বোঝাতে	Said	Forbade
উপদেশ বোঝাতে	Said	Advised
অনুরোধ বোঝাতে	Said	Requested
এগুলোর কোন কিছুই না বোঝালে	Said	Told

Optative sentence-এর ক্ষেত্রে Reporting Verb-এর পরিবর্তন :

	Direct	Indirect
প্রার্থনা বোঝাতে	Said	Prayed
ইচ্ছা বোঝাতে	Said	Wished (wished এর পর for বসবে যদি object থাকে)

এখন Sentence এর প্রকারভেদ এবং পূর্বে আলোচিত ও ব্যাখ্যাকৃত Inverted Comma (‘ ’) এর ভেতরের অংশের Person, Verb ও Adverb এর পরিবর্তনগুলি কাজে লাগিয়ে Narration এর পরিবর্তনগুলি চর্চা করতে পারলেই Narrtion মোটামুটি শেষ। চলুন, এবার Sentence ভিত্তিক মূল পরিবর্তনগুলির চর্চা করা যাক :

A. Assertive Sentence এর পরিবর্তন

Rule-01 : Assertive Sentence-কে Indirect Speech-এ রূপান্তরের সময় Reporting verb হিসেবে say থেকে said হবে, or tell থেকে told হবে + (যদি object থাকে)। এবং Inverted Comma উঠে গিয়ে that বসে। এর পর Reported Speech এর Subject + verb + বাকী অংশ পূর্বের আলোচনা অনুযায়ী বসাতে হবে।

- Direct – John said, “I am writing a letter”.
 Indirect – John said that he was writing a letter.
 Direct – Ganesh said, “I will go home tomorrow”.
 Indirect – Ganesh said that he would go home the next day.
 Direct – Sumaya said to Asa, “You are right”.
 Indirect – Sumaya said to Asa that She (A) Was right.
 Direct – Hider said to Mizan, “I was watching television then”.
 Indirect – Hider said to Mizan that he (H) had been watching television then.
 Direct – Nazim said to Mizan, “I have finished your work”.
 Indirect – Nazim said to Mizan that he (N) had finished his (M) work.

Rule-02 : Assertive Sentence-এ মাঝে মাঝে Reported speech-এর অর্থ ও ভাবানুসারে Reporting verb গুলো remark, hope, believe, comment, declare ইত্যাদিতে পরিবর্তিত হতে পারে।

- Direct – John said to me, “You have done the right thing”.
 Indirect – John remarked that I had done the right thing
 Direct – Tom said, “I hope I may pass in the examination”.
 Indirect – Tom hoped that he might pass in the examination.
 Direct – The man said, “Allah is almighty”.
 Indirect – The man believed that Allah is almighty.



Rule-03 : Assertive Sentence-এর Direct Narration এ Reported speech-এর শুরুতে that থাকলে Indirect Narration এ that-এর পরিবর্তে It বসে।

- Direct – Mitu said, “That is good for me”
 Indirect – Mitu said that it was good for her.
 Direct – Rashed said, “That was my fault”.
 Indirect – Rashed said that it had been his fault.
 Direct – Mina said, “That was helpful for me”
 Indirect – Mina said that it had helpful for her.

B. Interrogative Sentence এর পরিবর্তন :

Rule-01 : Interrogative Sentence-কে Indirect Speech-এ রূপান্তরের সময় Reporting verb হিসেবে say/said-এর পরিবর্তে ask, enquire of, want to know, demand, wonder ইত্যাদি বসে। Reported Speech যদি do, does, did, shall, will, am, is, are, was, were, and, may ইত্যাদি দিয়ে শুরু হয় তবে Reported Speech-এর পূর্বে that না বসে If/whether বসে।

- Direct – He said to me, “Will you go home this month?”
 Indirect – He asked me if I would go home that month.
 Direct – Rima said to Tina, “have you taken your meal?”
 Indirect – Rima asked Tina whether she (T) had taken her meal.
 Direct – Hasan said to Rasel, “Do you know the man?”
 Indirect – Hasan want to know Rasel if he (R) knew the man.
 Direct – She said to me, “Are you reading my book?”
 Indirect – She inquire of me whether I was reading her book.
 Direct – He said to me, “Shall I wait for you?”
 Indirect – He asked me if he would wait for me.

Rule-02 : Interrogative sentence-এর Reported speech-এ যদি Interrogative Pronoun (who, whom, whose, what) এবং Interrogative Adverb (how, where, when, why) ইত্যাদি দ্বারা শুরু হয় তাহলে If/ whether না বসে ঐ শব্দগুলোই বসে। এ ক্ষেত্রে Interrogative sentence টির Assertive form ব্যবহার হয়।

- Direct – He said to me, “What are you doing?”
 Indirect – He asked me what I was doing.
 Direct – He said to Rahim, “Where do you live?”
 Indirect – He asked Rahim Where he (R) lived.
 Direct – Nazmul said to Rasel, “What are you doing?”
 Indirect – Nazmul asked Rasel what he (R) was doing.
 Direct – Father said to his son, “Why are you making a noise?”
 Indirect – Father asked his son why they (S) were making a noise.

Rule-03 : একই বাক্যে পরপর দুটি প্রশ্ন থাকলে Indirect এ পরিবর্তনকালে Reporting verb হিসেবে say এর পরিবর্তে ask একবার ব্যবহার করা যায়।

- Direct – She said to me, “Who are you and what do you want?”
 Indirect – She asked me who I was and what I wanted.

C. Imperative sentence এর পরিবর্তন

Rule-01 : Direct Narration এ Reported Speech টি Imperative Sentence হলে Reporting Verb টি দ্বারা অনুরোধ বোঝালে Request, আদেশ বোঝালে Order/Command উপদেশ বোঝালে Advise অন্যথায় Tell দ্বারা পরিবর্তন হবে।

- Direct – She said to me, “Please give me a glass of water”.
 Indirect – She requested me to give her a glass of water.
 Direct – Mother said to her daughter, “Always speak the truth”.
 Indirect – Mother advised her daughter to speak the truth always.
 Direct – The captain said to the soldiers, “Fire on”.
 Indirect – The captain commanded the soldiers to fire on.
 Direct – The teacher said to the student, “Go out of the class room”.
 Indirect – The teacher ordered the student to go out of the class room.

Rule-02 : Reported speech টি Negative হলে To এর আগে Not/Never বসাতে হবে এবং Please দিয়ে শুরু Affirmative Sentence হলে to এর পরে kindly বসবে আর Negative Sentence হলে বসবে না।

- Direct – He said to me, “Don’t do this”.
 Indirect – He told me not to do this.
 Direct – Sadia Said to me, “Please lend me your book”.
 Indirect – Sadia requested me to lend her my book”.
 Direct – Father said to us, “Don’t run in the sun”.
 Indirect – Father forbade us not to run in the sun.

Rule-03 : যদি Direct Speech টি Let দ্বারা কোনো proposal বা suggestion বুঝায় তাহলে reporting verb টিকে propose বা suggest এ পরিবর্তন করতে হবে এবং পরে let এর স্থানে should ব্যবহার করতে হবে। (নোট : এখানে বিশেষভাবে মনে রাখতে হবে let এর পরে us অর্থাৎ let us আছে কী না। let us থাকলে এই নিয়মে উত্তর করতে হবে; কিন্তু let us না থেকে let me বা let him ইত্যাদি থাকলে সেক্ষেত্রে ১১নং রুল অনুযায়ী উত্তর করতে হবে।)

- Direct – My friend said to me “Let us go for a walk”.
 Indirect – My friend proposed me that we should go for a walk.
 Direct – Repon said to me, “Let us go home.”
 Indirect – Repon proposed (suggested) to me that we should go home.
 Direct – I said to him, “Let us have a song.”
 Indirect – I proposed (suggested) to him that we should have a song.

Rule-04 : যদি Direct Speech টি Let দ্বারা কোনো proposal বা suggestion বুঝায় তাহলে reporting verb টিকে propose বা suggest এ পরিবর্তন করতে হবে এবং এর পরে reporting verb এর object বসবে তার পর reported speech এর মূল verb এর সাথে ing + বাকি অংশ বসবে।

- Direct – He said to the captain “Let us fight”.
 Indirect – He suggested the captain fighting.
 Direct – My friend said to me, “Let us play.”
 Indirect – My friend proposed me playing.

Rule-05 : Let, proposal বা Suggestion অর্থে ব্যবহৃত না হয়ে, যদি অনুমতি প্রদান অর্থে ব্যবহৃত হয়, সেক্ষেত্রে Reporting verb-এর কোনো পরিবর্তন হয় না। শুধু Reported speech-এ subject-এর পর may/might বা may be allowed to / might be allowed to বসে।

- Direct – He said, “Let him discuss the issue.”
 Indirect – He said that he might discuss the issue.
 Direct – He said, “let him tell the story.”
 Indirect – He said that he might tell the story.
 Direct – The girl said, “Let me have some rice.”
 Indirect – The girl said that she might be allowed to have some rice.

Rule-06 : Imperative Sentence-এর Direct Speech-এ Sir থাকলে Indirect করার সময় Sir-এর পরিবর্তে respectfully বা with respect ব্যবহৃত হয়।

- Direct – The girl said to the teacher, “Sir, lend me your book please.”
 Indirect – The girl requested the teacher respectfully (With respect) to lend her (g) his (t) book.



D. Optative Sentence এর পরিবর্তন

Rule-01 : Optative Sentence-এ Reporting Verb-এর পরিবর্তে wish বা pray বসে এবং Inverted Comma উঠে গিয়ে that বসে। তার পর Reported Speech-subject + may / might + Reported Speech-এর মূল Verb থেকে বাকি অংশ বসে।

- Direct – He said to me, “May Allah bless you”.
 Indirect – He prayed that Allah might bless me.
 Direct – Father said, “May you prosper in life”.
 Indirect – Father wished that I might prosper in life.
 Direct – We said, “Long live our president”.
 Indirect – We wished that our president might live long.

E. Exclamatory Sentence এর Narration পরিবর্তন

Rule-01 : Exclamatory Sentence এর Direct Speech এ Reporting verb টি আনন্দ প্রকাশ করলে Exclaim with joy/Exclaim with delight/Cry out in delight দুঃখ প্রকাশ করলে Exclaim with sorrow/Exclaim with grief/cry out in sorrow/Exclaim with regret বিষময় প্রকাশ করলে Exclaim with wonder ইত্যাদিতে পরিবর্তিত হয়।

- Direct – Azim said, “Hurrah! We have won the game”.
 Indirect – Azim exclaimed with joy that they had won the game.
 Direct – Tahsan said to me, “Alas! the man has died”.
 Indirect – Tahsan exclaimed with sorrow that the man had died.
 Direct – She said to me, “Alas! I could not help you”.
 Indirect – She exclaimed with regret that she could not help me.

Rule-02 : আবেগের তীব্রতা বোঝাতে Exclamatory Sentence-এ যদি what / how এর ব্যবহৃত হয় তাহলে তার পরিবর্তে Noun-এর পূর্বে great এবং adjective এর পূর্বে very বসে।

- Direct – John said how charming the scenery is”!
 Indirect – John exclaimed with wonder that the scenery was very charming.
 Direct – The boy said what a nice bird it is”!
 Indirect – The boy exclaimed with wonder that it was a very nice bird.

এবার Narration এর জন্য গুরুত্বপূর্ণ আরও কিছু Extra Rules দেখুন :

Rule-01 : Direct speech এ Good morning ব্যবহৃত হলে Indirect narration-এ Reporting verb wish-এ পরিবর্তিত হয়। আর Good-bye বা Good-night ব্যবহৃত হলে Reporting verb, bade-এ পরিবর্তিত হয়।

- Direct – The boy said, “Good morning, my friends”.
 Indirect – The boy wished good morning to his friends.
 Or, The boy wished his friends good morning.
 Direct – John said, “Good bye, all my friends.”
 Indirect – John bade good bye to all his friends.

Rule-02 : By Allah / By God / By Job / By my love /By my life প্রভৃতি Reported speech-এর শুরুতেই থাকলে Indirect speech-এর শুরুতেই Swearing by allah/Swearing by God/Swearing by Job/Swearing by my love/Swearing by my life প্রভৃতি বসাতে হবে।

- Direct – “By Allah,” he replied, I will not leave this house.
 Indirect – Swearing by Allah he replied that he would not leave that house.
 Direct – “By God,” she replied, I will not fail in the exam.
 Indirect – Swearing by God she replied that she would not fail in the exam.

Rule-03 : Reported Speech টি Assertive Sentence হওয়া সত্ত্বেও শেষে প্রশ্নবোধক চিহ্ন থাকলে Indirect করার শুরুতেই Being surprised বসাতে হবে এবং উক্ত Sentence টিকে Indirect Speech এ রূপান্তর করার সময় Interrogative Sentence এর নিয়ম অনুসারে পরিবর্তন করতে হবে।

Direct – Habib said to me, “You know that Bangladesh is a developing country now?”
 Indirect – Being surprised, Habib asked me if I knew that Bangladesh was developing country then.

Rule-04 : Direct Speech এ Yes থাকলে Indirect Speech এ Yes-এর পরিবর্তে Replied the affirmative and said that এবং Direct Speech এ No থাকলে Indirect Speech এ No এর পরিবর্তে Replied the negative বসে।

Direct – “Yes, I have gone there,” replied John.
 Indirect – John replied in the affirmative and said that he had gone there.
 Direct – “No, I have not gone there.” Tom replied.
 Indirect – Tom replied in the negative and said that he had not gone there.

Rule-05 : Direct Speech এ Ok থাকলে Indirect Speech এ Ok এর পরিবর্তে Agree with ব্যবহার করা হয় কিন্তু আগে Ok এর পরিবর্তে replied in the affirmative and said that ব্যবহার করা হত।

Direct – John said to Bob, “Ok, I shall visit your native village.”
 Indirect – John agreed with Bob and said that he (J) would visit his (B) native village.

Rule-06 : Direct Speech-এ বক্তা শ্রোতা দু'জনই Proper Noun হলে Indirect করার সময় pronoun-এর পাশে ব্রাকেটের মধ্যে উক্ত pronoun-টি যে ব্যক্তির পরিবর্তে বসেছে সে ব্যক্তির নামের প্রথম অক্ষর লিখতে হয়।

Direct – Hider said to Saddam, “I have taken your book.”
 Indirect – Hider said to Saddam that he (H) had taken his (S) book.

Rule-07 : Reporting verb ও তার Subject এবং Object উল্লেখ না থাকলে The speaker said to the person spoken to লিখে Indirect speech-এ রূপান্তর করতে হয়।

Direct – “I will go home tomorrow”
 Indirect – The speaker said to the person spoken to that he (S) would go home the next day.

Rule-08 : This পরিবর্তিত হয়ে that হয় যখন this দ্বারা সময় নির্দেশ করে।

Direct – Zitu said, “I will leave Dhaka this month.”
 Indirect – Zitu said that he would leave Dhaka that month.

Rule-09 : কিন্তু This/these/that যখন Adjective হিসেবে ব্যবহৃত হয় তখন This এবং That সাধারণত The- তে রূপান্তরিত হয়।

Direct – Jaman said, “I gave her this ring on her marriage day.”
 Indirect – Jaman said that he had given her the ring on her marriage day.

Rule-10 : Direct Speech- এ here-এর দ্বারা যে স্থানের উল্লেখ করা হয় তা যদি স্পষ্ট বোঝা যায় তাহলে here পরিবর্তিত হয়ে There বসে।

Direct – Salam said to Ruma, “I shall meet you there at Farmgate tomorrow.”
 Indirect – Salam told Ruma that he (S) would Meet her (R) there at Farmgate the nextday.

Rule-11 : Direct Speech-এ It থাকলে Indirect Speech-এ তা অপরিবর্তিত থাকে।

Direct – The man said “I will do it.”
 Indirect – The man said that he would do it.

Rule-12 : Direct Speech-এ Thank you থাকলে Indirect Speech এ Reporting verb-এর subject + thank /thanked + Reporting verb-এর object বসে।

Direct – He said to me, “Thank you.”
 Indirect – He thanked me.



Rule-13 : Inverted Comma-এর ভিতরে কোনো ব্যক্তি বা প্রাণীর নাম থাকলে সেটা Object-এর পরে বসে।

Direct – Tom said, “Where are you going, Jerry?”

Indirect – Tom asked Jerry where she was going.

Rule-14 : Inverted Comma এর ভিতরে Hello/Hi থাকলে তা greet-এ পরিবর্তন হবে।

Direct – He said, “Hello, Mitali, where are you going.”

Indirect – He greeted Mitali and asked her where she was going.

Narration Of Vocatives

Rule-01 : Direct narration- এ ব্যবহৃত Vocatives বা সম্বোধন পদগুলো Indirect Narration-এ বাদ দেয়া যেতে পারে। যেখানে Vocatives-কে বাদ দেয়া যায় না, কেবল মাত্র সেখানে Vocatives কে Addressing as দ্বারা প্রকাশ করা হয়।

Direct – Father said, “Habib, go to school.”

Indirect – Father asked Habib to go to school.

Direct – The teacher said, “Keep quiet, my boy.”

Indirect – The teacher asked the boy to keep quiet.

Direct – The teacher said, “Keep quiet, my dear boys.”

Indirect – The teacher affectionately asked the boys to keep quiet.

Rule-02 : Imperative Sentence-এ Direct speech-এ কাউকে সম্বোধন করা হলে প্রথমে Addressing + Reporting verb-এ object (যদি থাকে) + as + যাকে/যাদেরকে সম্বোধন করা হয়েছে সে শব্দটি + reporting verb-এর subject + verb + to + reported speech-এর মূল verb থেকে শেষ পর্যন্ত।

Direct – She said to me, “Friend, help me”.

Indirect – Addressing me as friend, She requested me to help her.

Direct – Hider said to me, “Brother, solve this problem”.

Indirect – Addressing me as Brother, Hider requested me to solve that problem.

Direct – He said to her, “Madam, lend me your pen”.

Indirect – Addressing her as Madam, he requested her to lend him her pen.



Teacher's Discussion

- Make indirect: The boy told the shopkeeper, ‘Can you give me a candy please’** [Combined 7 Banks & 1 Financial Institution (Senior Officer)-2022; 7 Banks and 1 Financial Institutions: SO (General) 2021]
 - The boy asked the shopkeeper if he can give him a candy.
 - The boy said please to the shopkeeper and asked to give him a candy.
 - The boy requested the shopkeeper if he could give him a candy.
 - The boy said to the shopkeeper if he can give him a candy. **Ans: c**
- Father said, ‘The earth moves round the sun’. Make it indirect speech-** [Combined 4 Bank Ltd. (AP)-2020]
 - Father said that the earth had moved round the sun.
 - Father said that the earth has moved round the sun.
 - Father said that the earth moved round the sun.
 - Father said that the earth moves round the sun. **Ans: d**
- Isabell — that she should not attend classes next week.** [Rupali Bank Ltd. (ANE)-2021]
 - told to her class teacher
 - said her class teacher
 - told her class teacher
 - is saying her class teacher **Ans: c**
- Which one in the correct indirect narration? “Why have you beaten my dog?” he said to me.** [৩৮তম বিসিএস]
 - He demanded me why had I beaten his dog
 - He asked me why I have had beaten his dog
 - He enquired me why had I had beaten his dog
 - He demanded me why I had beaten his dog **Ans: d**
- Choose the correct indirect speech — She asked me, ‘Are you happy in your new job?’** [২৭তম বিসিএস]
 - She asked me if I was happy in my new job
 - She asked me if I have been happy in my new job
 - She asked me whether I am happy in my new job
 - She asked me if I had been happy in my new job **Ans: a**

6. 'I'll have a cup of tea,' my father said, 'Because I'm not hungry.' [BSC 7 Govt. Banks & 2 Financial Institutions Senior Officer 2021; ২৪তম বিসিএস]

Which of the following sentence is the correct indirect speech?

- (a) My father said that he will have a cup of tea because he wasn't hungry.
 (b) My father said that he would have had a cup of tea because he wasn't hungry.
 (c) My father said that he would have a cup of tea because he wasn't hungry.
 (d) My father said that he had a cup of tea because he wasn't hungry.

Ans: c

7. Choose the correct indirect speech of the sentence, My friend said to me, "Let's leave the place." [বিভিন্ন মন্ত্রণালয় : ব্যক্তিগত কর্মকর্তা-২০২২]

- (a) My friend proposed to me that they should leave the place.
 (b) My friend wished me that we might leave the place.
 (c) My friend suggested that I should leave the place.
 (d) My friend proposed to me that we should leave the place.

Ans: d

8. 'Don't waste your time' the boss said the employees. The indirect form of the speech.

[বাংলাদেশের কম্পিউটার এন্ড অডিটর জেনারেলের কার্যালয়ের অডিটর ২০২১]

- (a) The boss advised the employees not to waste their time.
 (b) The boss asked the employees not to waste their time.
 (c) The boss ordered the employees don't waste their time.
 (d) The boss forbade the employees not to waste their time.

Ans: a

9. He said that he had done the work. The direct speech is—

[বাংলাদেশ বেসামরিক বিমান চলাচল কর্তৃপক্ষের মেডিকেল অফিসার/এরোড্রাম সহকারী ২০২১; প্রাথমিক বিদ্যালয় সহকারী শিক্ষক (দ্বিতীয় ধাপ) ২০১৯]

- (a) He said, 'I will do the work'.
 (b) He said, 'The work will done by me'.
 (c) He said, 'I do the work'.
 (d) He said, 'He did the work'.

Ans: d

10. Choose the correct sentence ----- (10th BCS)

- a. I asked Javed had he passed.
 b. I asked Javed if you had passed.
 c. I asked Javed if he had passed.
 d. I asked Javed that had he passed.

Ans: c

11. He said, "Would that I were rich" The correct indirect form is— [খাদ্য অধিদপ্তর- সহকারী উপ-খাদ্য পরিদর্শক ২০২১]

- (a) He wished he would be rich
 (b) He said that he were rich
 (c) He wished that he had been rich
 (d) He said would that he were rich

Ans: c

12. Find out the correct sentence in indirect speech. He said to me, 'What are you doing?' [পররাষ্ট্র মন্ত্রণালয়ের ব্যক্তিগত কর্মকর্তা ২০১৯]

- (a) He said what was to do.
 (b) He said about my doing.
 (c) He said to me what I am doing.
 (d) He asked me what I was doing.

Ans: d

13. The old man said, 'Curse the flood.' This indirect form of the sentence is—

[বিভিন্ন মন্ত্রণালয়/বিভাগের প্রশাসনিক কর্মকর্তা ২০১৯]

- (a) The old man said that the flood be cursed.
 (b) The old man cursed the flood.
 (c) The old man told that the flood is cursed.
 (d) The old man was cursing the flood.

Ans: b

14. Choose the correct indirect speech : He said, 'Man is mortal.'

[বিভিন্ন মন্ত্রণা./বিভাগ/অধি. ব্যক্তিগত কর্মকর্তা (সাধারণ)-১৮]

- (a) He said man is mortal.
 (b) He told that man had been mortal.
 (c) He said that man was mortal.
 (d) He said that man is mortal.

Ans: d

15. Luna said, "Where have you been yesterday?"

Luna asked—

[Security Printing Corporation Officer (General) 2021]

- (a) where she had been the day before
 (b) where she had been yesterday
 (c) where she was the day before
 (d) where she could be the day before.

Ans: a

16. Make indirect : The girl told him, 'Please be careful'.

[Probashi Kallyan Bank Officer (Cash) 2021]

- (a) The girl asked him not to be careless.
 (b) The girl asked him to be careful.
 (c) The girl requested to be careful by him.
 (d) The girl advised him to take care.

Ans: d



- 17. The indirect form of the sentence, He said, 'We cannot be quite happy in this life' should be**
[Sadharan Bima Corporation Assistant Manager 2019]
- Ⓐ He said that we could not be quite happy in this life.
 - Ⓑ He said that we cannot be quite happy in this life.
 - Ⓒ He said that they cannot be quite happy in this life.
 - Ⓓ He said that they could not be quite happy in this life.
- Ans: b**
- 18. The indirect form of the sentence 'She said to him, I don't believe you' should be—**
[Sadharan Bima Corporation Junior Officer 2019]
- Ⓐ She told to him that she did not believe him.
 - Ⓑ She said to him that she had not believed him.
 - Ⓒ She said to him that she never believed him.
 - Ⓓ She said she did not believe him.
- Ans: d**
- 19. The direct form of the indirect sentence. 'He said that the patient had died early in the morning' is—**
[Sadharan Bima Corporation Upper Division Asst. 2019]
- Ⓐ He said, 'the patient has died early in the morning.'
 - Ⓑ He said 'the patient had died early in the morning.'
 - Ⓒ He said 'the patient died early in the last morning.'
 - Ⓓ He said, 'the patient died early in the morning.'
- Ans: d**
- 20. Choose the appropriate reporting verb : 'She (said) that I should take a holiday'.** [BB Officer 2018]
- Ⓐ informed Ⓑ advised
 - Ⓒ told Ⓓ requested
- Ans: b**
- 21. The indirect form of the sentence 'The Priest said to old woman, 'Can you tell me the way to the nearest church?' is—** [Islami Bank Ltd. Probationary Officer 2019; Southeast Bank Ltd. Trainee Officer 2018]
- Ⓐ The Priest asked the old woman if she could tell him the way to the nearest church?
 - Ⓑ The Priest asked the old woman if she could tell him the way to the nearest church.
 - Ⓒ The Prest asked the old woman if she could have told him the way to the nearest church.
 - Ⓓ The Priest asked the old woman if she would tell him the way to the nearest church.
- Ans: b**
- 22. Choose the appropriate reported speech : Sara promised Sana, ' — '** [BB Officer 2018]
- Ⓐ 'I will like the new movie.'
 - Ⓑ 'I will certainly help you tomorrow.'
 - Ⓒ 'I will definitely dream about you tonight.'
 - Ⓓ 'I will win the lottery and share the money with you.'
- Ans: b**
- 23. Change the narration: The captain says, 'Company, move forward.'**
[Rupali Bank Ltd. Officer (Cash) 2018]
- Ⓐ The Captain commands the company to move forward.
 - Ⓑ The Captain commanded to move the company forward.
 - Ⓒ The Captain instructed the company for a forward move.
 - Ⓓ The Captain requests the company to move forward.
- Ans: a**
- 24. He said to her 'What a cold day!' The indirect speech of this:** [Janata Bank Ltd. Asst. Executive Officer 2017]
- Ⓐ He told her that it was a cold day.
 - Ⓑ He exclaimed that it was a cold day.
 - Ⓒ He exclaimed sorrowfully that it was a cold day.
 - Ⓓ He exclaimed that it was a very cold day.
- Ans: d**



Student's Drill

1. Find out the active form of the sentence: 'By whom can our country be saved?' [৪৪তম বিসিএস]
 (a) Who can save our country?
 (b) Our Country has been saved by who?
 (c) Who save out country?
 (d) Who will save out country? **Ans: a**
2. Identify the correct passive form: 'Do not close the door.' [৪৪তম বিসিএস]
 (a) Let not the door close.
 (b) Let not the door be closed
 (c) Let not the door close.
 (d) Let not door closed **Ans: b**
3. Change the voice: 'Nobody trusts a traitor.' [৪৩তম বিসিএস]
 (a) A traitor is trusted.
 (b) A traitor should not be trusted.
 (c) Everybody hates a traitor.
 (d) A traitor is not trusted by anybody. **Ans: d**
4. Find out the correct passive form of the sentence 'Who taught you French?' [৪১তম বিসিএস]
 (a) By whom you were taught French?
 (b) By whom French was taught you?
 (c) French was taught you by whom?
 (d) By whom were you taught French? **Ans: d**
5. Change the voice: 'Who is calling me?' [৪০তম বিসিএস]
 (a) By whom am I called?
 (b) By whom I am called?
 (c) By whom am I being called?
 (d) Whom am I called by? **Ans: c**
6. The correct passive form of 'You must shut these doors' is— [৩৫তম বিসিএস]
 (a) These must be shut doors.
 (b) Shut the doors you must.
 (c) Shut must be the doors.
 (d) These doors must be shut. **Ans: d**
7. I know him. [৩০তম বিসিএস]
 (a) He is known by me.
 (b) He was known to me.
 (c) He has been known by me.
 (d) He is known to me **Ans: d**
8. Choose the correct passive form of— 'Who will do the work?' [২৬তম বিসিএস]
 (a) Who will be done the work?
 (b) Who will done the work?
 (c) By whom will the work be done?
 (d) Whom will the work be done? **Ans: c**
9. Identify the correct passive form of— 'He is going to open a shop.' [২৬তম বিসিএস]
 (a) He is being gone to open a shop
 (b) A shop is being gone opened by him
 (c) A shop will be opened by him
 (d) A shop is going to be opened by him **Ans: d**
10. Identify the correct passive form : 'Open the window'. [২৩তম বিসিএস]
 (a) The window should be opened.
 (b) Let the window be opened.
 (c) Let the window be opened by you.
 (d) The window must be opened. **Ans: b**
11. The passive form of the sentence 'Some children were helping the wounded man' — [২০তম বিসিএস]
 (a) The wounded man was helped by some children.
 (b) The wounded man was helping some children.
 (c) The wounded man was being helped by some children.
 (d) The wounded man was to be helped by some children. **Ans: c**
12. The best passive form of the sentence : 'We don't like idle people'— [১৭তম বিসিএস]
 (a) We are not liked by idle people.
 (b) Idle people are not like us.
 (c) Idle people are not liked by us.
 (d) Idle people are not of our liking. **Ans: c**
13. People always remember the patriots. Which of the following is the best passive form of the above sentence? [১৫তম বিসিএস]
 (a) The patriots will always be remembered by people.
 (b) The patriots are always being remembered.
 (c) People are always remembered by the patriots.
 (d) The patriots are always remembered. **Ans: d**
14. Choose the correct passive form of, "Don't make a mistake about me." [বিভিন্ন মন্ত্রণালয় : ব্যক্তিগত কর্মকর্তা-২০২২]
 (a) Let a mistake be not made about me.
 (b) A mistake is not made about me.
 (c) I should not be made a mistake.
 (d) Let not a mistake be made about me. **Ans: d**



15. 'Promises should be kept'— make the sentences in passive form. [খাদ্য অধিদপ্তর স্প্রেম্যান-২০২২]

- (a) He should keep his promises.
- (b) One should keep his promises.
- (c) You should keep your promises.
- (d) One should keep one's promises.

Ans: d

16. Select the correct passive form of— 'We insist on punctuality in this office.' [খাদ্য অধিদপ্তর- সহকারী উপ-খাদ্য পরিদর্শক ২০২১]

- (a) It is to be insisted that punctuality should be in this office
- (b) Punctuality should be insisted in this office
- (c) Punctuality is insisted on in this office
- (d) Punctuality be insisted in this office

Ans: c

17. The best passive form of the sentence 'What do you want?' is— [খাদ্য অধিদপ্তর উচ্চমান সহকারী-২০২১]

- (a) What was wanted by you?
- (b) What is wanted by you?
- (c) What is wanting by you?
- (d) What was wanting by you?

Ans: b

18. Passive voice of 'whom were you calling'? is— [বাংলাদেশ বেসামরিক বিমান চলাচল কর্তৃপক্ষ (CAAB)-এর সিনিয়র অফিসার ২০২১]

- (a) Who are you called?
- (b) Who were you being called?
- (c) Who was being called by you?
- (d) Who called by you?

Ans: c

19. The correct passive form of 'You must shut these doors' is— [NSI-এর কম্পিউটার টেকনিশিয়ান, রেডিও টেকনিশিয়ান, ওয়ারলেস অপারেটর, হিসাবরক্ষক-কাম-ক্যাশিয়ার ২০২১]

- (a) These must be shut doors.
- (b) Shut must be the doors.
- (c) Shut the doors you must.
- (d) These doors must be shut by you.

Ans: d

20. Passive Voice of 'Someone pulled the bull violently' [বাংলাদেশ সিকিউরিটিজ অ্যান্ড এক্সচেঞ্জ কমিশন (BSEC)-এর ব্যক্তিগত কর্মকর্তা ২০২১]

- (a) The bull had been pulled violently by someone.
- (b) The bull had been pulled violently.
- (c) The bull was pulled violently.
- (d) The bull was to be pulled violently by someone.

Ans: c

21. 'Give the order' the passive form is—

[স্বরাষ্ট্র মন্ত্রণালয়ের সুরক্ষা সেবা বিভাগের মাদকদ্রব্য নিয়ন্ত্রণ অধিদপ্তরের সিপাই ২০২১]

- (a) Let the order to give.
- (b) Let the order is given.
- (c) Let the order be given.
- (d) Let the order give.

Ans: c

22. 'We made her recite a poem'. (Which is the passive form of the sentence?)

[পল্লী উন্নয়ন একাডেমী (RDA)-এর সহকারী পরিচালক ২০২১]

- (a) She was made to recite the poem.
- (b) She was made recite a poem.
- (c) A poem was made to be recited.
- (d) A poem was made recite by her.

Ans: a

23. The passive form of the sentence 'You should not scold the boy' is—

[তথ্য ও যোগাযোগ প্রযুক্তি অধিদপ্তরের সহকারী প্রোগ্রামার ২০২০]

- (a) The boy should not be scold by you
- (b) The boy should not have been sold by you
- (c) The boy should not be scolded by you
- (d) The boy should not have been scolded by you

Ans: c

24. The passive structure of 'They pleased us' is—

[স্বরাষ্ট্র মন্ত্রণালয়ের অধীন বাংলাদেশ কোস্ট গার্ড-এর উপ-সহকারী প্রকৌশলী (পূর্ত) ২০২০]

- (a) We were pleased by them.
- (b) We were being pleased by them.
- (c) We were pleased to them.
- (d) We were pleased with them.

Ans: d

25. Which one is the correct passive voice of 'Don't do it' [সড়ক পরিবহন ও সেতু মন্ত্রণালয়ের উপ-সহকারী প্রকৌশলী (যান্ত্রিক) ২০১৯]

- (a) let not it be done
- (b) let it be not done
- (c) let it be done not
- (d) let it not be done

Ans: a

26. The passive form of the sentence "You made him cook rice" is— [সংস্কৃতি বিষয়ক মন্ত্রণালয়ের উপ-সহকারী প্রকৌশলী (সিভিল) ২০১৯]

- (a) He was made to cook rice.
- (b) He was made cook rice.
- (c) He is made to cook rice.
- (d) He had made to cook rice.

Ans: a

27. The indirect form of the sentence "He said, 'Let us go for a walk'." is- Agrani Bank Ltd. Senior Officer 2017]

- (a) He said that they must go for a walk.
- (b) He suggested that they should go for a walk.
- (c) He proposed that they would go for walk.
- (d) He proposed to go for walk.

Ans: b

28. She exclaimed with joy that the bird was very lovely. Make it direct. [রাবি ইউনিট এ (গ্রুপ-৩) ২০২০-২১]

- (a) She said, "The bird is very lovely".
- (b) She said, "It is a lovely bird".
- (c) She said, "How lovely the bird is!"
- (d) She said, "How lovely is the bird!"

Ans: c

29. 'A freedom fighter is always honoured by his country people.' The active form of the sentence— [সাধারণ পূলের আওতায় বিভিন্ন মন্ত্রণালয়ের সহকারী প্রোগ্রামার, উপসহকারী প্রকৌশলী, প্রশাসনিক কর্মকর্তা ও ব্যক্তিগত কর্মকর্তা ২০১৬]

- Ⓐ People of a country honours their freedom fighters always.
Ⓑ People of a country always honour their freedom fighters.
Ⓒ His country people honour always their freedom fighters.
Ⓓ People honour their freedom fighters. **Ans: b**

30. Do you find your payment too little?

[১৩তম শিক্ষক নিবন্ধন ও প্রত্যয়ন পরীক্ষা (স্কুল/সমপর্যায়) ২০১৬]

- Ⓐ Is your payment found too little to you?
Ⓑ Are your payment found too little to you?
Ⓒ Are your payment found too little by you?
Ⓓ Is your payment found too little by you? **Ans: a**

31. Look at the poll results-do they inspire hope? (Choose the passive form) [রাবি ইউনিট ডি ২০১৭-১৮]

- Ⓐ Let the poll results be looked- is hope inspired by them?
Ⓑ Let the poll results be looked at-hope inspired by them?
Ⓒ Let the pool results be looked at-is hope being inspired by them?
Ⓓ Let the poll results be looked at-is hope inspired by them. **Ans: d**

32. What is the correct indirect form of : He said, "You had better see a doctor".

[৪২তম বিসিএস (বিশেষ) (স্বাস্থ্য ক্যাডার)]

- Ⓐ He advised him to see a doctor.
Ⓑ He advised that he should see a doctor.
Ⓒ He suggested that he had seen a doctor.
Ⓓ He proposed to see a doctor. **Ans: a**

Home Work

Vocabulary (Idioms)

1. What is meaning of 'face the music'?

[প্রতিরক্ষা মন্ত্রণালয়ের প্রধান প্রশাসনিক কর্মকর্তার কার্যালয়ের সহকারী পরিচালক ২০১৯]

- Ⓐ run away from a problem
Ⓑ Create a problem
Ⓒ deal with a problem
Ⓓ hide the truth **Ans: c**

2. He shall be taken to task for his ill manners.

[বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড (BREB)-এর সহ. সচিব/পরিচালক (প্রশাসন) ২০১৯]

- Ⓐ imitated Ⓑ tortured
Ⓒ avoided Ⓓ rebuked **Ans: d**

3. Arnab was at his wit's end after his father's death.

[বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড (BREB)-এর সহকারী সচিব/সহকারী পরিচালক (প্রশাসন) ২০১৯]

- Ⓐ gloomy Ⓑ puzzled
Ⓒ idle Ⓓ angry **Ans: b**

4. This custom is in vogue in the office.

[বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড (BREB)-এর সহকারী সচিব/সহকারী পরিচালক (প্রশাসন) ২০১৯]

- Ⓐ obsolete Ⓑ strong
Ⓒ irregular Ⓓ popular **Ans: d**

5. He works by fits and starts in the office.

[বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড (BREB)-এর সহকারী সচিব/সহকারী পরিচালক (প্রশাসন) ২০১৯]

- Ⓐ regularly Ⓑ slowly
Ⓒ irregularly Ⓓ quickly
Ⓔ None **Ans: c**

6. A political leader should have the gift of the gab.

[বাংলাদেশ পল্লী বিদ্যুতায়ন বোর্ড (BREB)-এর সহকারী সচিব/সহকারী পরিচালক (প্রশাসন) ২০১৯]

- Ⓐ skill Ⓑ eloquence
Ⓒ honesty Ⓓ courage
Ⓔ None **Ans: b**

7. 'Get rid of' means—

[১৫তম শিক্ষক নিবন্ধন ও প্রত্যয়ন পরীক্ষা (স্কুল/সমপর্যায়) ২০১৯]

- Ⓐ listen Ⓑ express
Ⓒ pretend Ⓓ to be free from **Ans: d**

8. 'Pros and cons' means—

[১৫তম শিক্ষক নিবন্ধন ও প্রত্যয়ন পরীক্ষা (স্কুল/পর্যায়-২) ২০১৯]

- Ⓐ details Ⓑ liberate
Ⓒ avoid Ⓓ angry **Ans: a**

9. May Bangladesh prosper—

[১৫তম শিক্ষক নিবন্ধন ও প্রত্যয়ন পরীক্ষা (স্কুল/পর্যায়-২) ২০১৯]

- Ⓐ day to day Ⓑ day by day
Ⓒ day with day Ⓓ day on day **Ans: b**

10. All his hopes were —

[১৫তম শিক্ষক নিবন্ধন ও প্রত্যয়ন পরীক্ষা (স্কুল/পর্যায়-২) ২০১৯]

- Ⓐ null and void Ⓑ nipped in the bud
Ⓒ out of date Ⓓ now and then **Ans: b**



11. 'Call to mind' means—

[১৫তম প্রশ্নক নিবন্ধন ও প্রত্যয়ন পরীক্ষা (কলেজ/সমপর্যায়) ২০১৯]

- (a) fantacize (b) attend
(c) remember (d) request **Ans: c**

12. The idiom 'be all ears' means—

[জ্ঞানি ও খনিজ সম্পদ মন্ত্রণালয়ের নিরাপত্তা কর্মকর্তা ২০১৯]

- (a) listen with great interest and curiosity
(b) become fully aware of something important
(c) always agree with other people
(d) be highly confused **Ans: a**

13. 'Few and far between' means— [সরকারি মাধ্যমিক বিদ্যালয়
সহকারী শিক্ষক ২০১৯; জনশক্তি, কর্মসংস্থান ও প্রশিক্ষণ ব্যুরোর ইন্সট্রাক্টর ২০১৮]

- (a) rarely (b) not very far
(c) in between (d) long distance **Ans: a**

14. 'For good' means—[ডাক অধিদপ্তরের বিজ্ঞ ওভারশিয়ার ২০১৮]

- (a) for betterment (b) permanently
(c) for the time being (d) in future **Ans: b**

15. Write the meaning of the phrase 'Out of date'

[প্রতিরক্ষা মন্ত্রণা, মিলিটারি ইঞ্জি. সার্ভিসেসের স্টোরম্যান ২০১৮]

- (a) At night (b) Out of fashion
(c) Smart (d) End of the day **Ans: b**

16. 'Brain-box' means :

[পরিবার পরিকল্পনা অধি. পরিবার কল্যাণ পরিদর্শিকা ২০১৮]

- (a) idea (b) intelligent person
(c) thought (d) wit **Ans: b**

17. 'Null and void' এর বাংলা পরিভাষা কী?

[বিভিন্ন মন্ত্রণা./বিভাগ/অধি. ব্যক্তিগত কর্মকর্তা (সাধারণ) ২০১৮]

- (a) বাতিল (b) পালাবদল
(c) মামুলি (d) নিরপেক্ষ **Ans: a**

18. 'Like a sitting duck' means—

[Bangladesh Bank Assistant Director 2021]

- (a) vulnerable (b) lazy
(c) beauty (d) lovely **Ans: a**

19. 'Out and Out' means—

[Rupali Bank Ltd. Asst. Network Engineer 2021]

- (a) total (b) Utter
(c) Sheer (d) All of them **Ans: d**

20. To 'call it a day' means — .

[Probashi Kallyan Bank Senior Officer (General) 2021]

- (a) to quit (b) it becomes evening
(c) to say good morning (d) to start **Ans: a**

21. If you 'see eye to eye' with someone, you — them.

[Probashi Kallyan Bank Senior Officer (General) 2021]

- (a) oppose (b) encourage
(c) agree with (d) compete **Ans: c**

22. If it takes a 'month of Sundays', it— .

[Probashi Kallyan Bank Senior Officer (General) 2021]

- (a) happens quickly
(b) won't happen
(c) feels like a long time
(d) happens frequently **Ans: c**

23. Idiom 'A slap on the wrist' means—

[First Security Islami Bank Ltd. Probationary Officer 2021]

- (a) Hard Punishment
(b) Beating Someone
(c) Warning or Small Punishment
(d) Make someone sad **Ans: c**

24. The idiom 'Tie the knot' means—

[Global Islami Bank Ltd. Probationary Officer 2021]

- (a) Getting married (b) Criticism
(c) Enmity (d) Wear a tie **Ans: a**

25. What is the meaning of the idiom 'tickled pink'?

[Sonal Bank Ltd. & BDBL Senior Officer (IT) 2020]

- (a) being reddish (b) making delighted
(c) making gloomy (d) making distinct **Ans: b**

26. What is the meaning of the idiom 'in doldrums'?

[Sonal Bank Ltd. & BDBL Senior Officer (IT) 2020]

- (a) bright (b) distinct
(c) delighted (d) gloomy **Ans: d**

27. What is the meaning of the phrase 'carry the day'?

[Janata Bank Ltd Officer (Cash) 2020]

- (a) busy all day (b) free all day
(c) win (d) loss **Ans: c**

28. Pull someone's leg—

[GST গুচ্ছভুক্ত বিশ্ব. ইউনিট বি (মানবিক) ২০২০-২১]

- (a) Punish someone
(b) Stretch someone's injured leg
(c) Fool or trick someone
(d) Make life difficult for someone **Ans: c**

29. Under the weather—

[GST গুচ্ছভুক্ত বিশ্ব. ইউনিট বি (মানবিক) ২০২০-২১]

- (a) Slightly unwell (b) In bad weather
(c) In rainy weather (d) Feeling happy **Ans: a**

30. He has a 'holier-than-thou' attitude means that—

[জাবি ইউনিট ই ২০২০-২১]

- (a) he thinks he is morally better than others
(b) he is morally better than others
(c) he thinks others are morally better than him
(d) others are morally better than him **Ans: a**

Class



Exam

1. What is the passive form the sentence 'Have you played football'?
 - a. Has been football played by you?
 - b. Has football played by you?
 - c. Has football been played by you?
 - d. Is football played by you?
2. Passive voice of 'Who taught you English' is:
 - a. By whom were you taught English?
 - b. Who was taught English to you?
 - c. By whom is English is taught to you?
 - d. Wo was teaches you English?
3. Passive voice of 'I saw him leaving the house' is- [Global Islami Bank Ltd. (PO)-2021]
 - a. Leaving the house he was seen by me
 - b. He was seen to be leaving the house
 - c. He was seen leaving the house by me
 - d. He had been seen leaving the house
4. Change the voice : 'Let us go, you and I'
 - a. Let you and I be gone.
 - b. Let's you and I are gone.
 - c. You and I should go now.
 - d. Let's go then, should we?
5. I remember my sister taking me to the museum.
 - a. I remember I was taken to the museum by my sister.
 - b. I remember being taken to the museum by my sister.
 - c. I remember myself taken to the museum by my sister.
 - d. I remember taken to the museum by my sister.
6. What is the correct indirect form of : He said, "You had better see a doctor".
 - a. He advised him to see a doctor.
 - b. He advised that he should see a doctor.
 - c. He suggested that he had seen a doctor.
 - d. He proposed to see a doctor.
7. Choose the correct indirect speech: She asked me, "Are you happy in your new job?"
 - a. She asked me if I was happy in my new job
 - b. She asked me if I have been happy in my new job.
 - c. She asked me whether I am happy in my new job.
 - d. She asked if had been happy in my new job.
8. He said that he had done the work. The direct speech is—
 - a. He said, 'I will do the work'.
 - b. He said, 'The work will done by me'.
 - c. He said, 'I do the work'.
 - d. He said, 'He did the work'.
9. Identify the correct indirect speech: Karim said, 'I know this boy.'
 - a. Karim said that he know the boy.
 - b. Karim said that he knew this boy.
 - c. Karim said that he knew that boy.
 - d. Karim said that he knows this boy.
10. Make indirect: The girl told him, 'Please be careful'.
 - a. The girl asked him not to be careless.
 - b. The girl asked him to be careful.
 - c. The girl requested to be careful by him.
 - d. The girl advised him to take care.

Answer Sheet

1	c	2	a	3	c	4	a	5	b	6	a	7	a	8	d	9	c	10	d
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