Worksheet 25

School: Ba Sangam College   Year/Level: 10   Name: _____

Subject: English   Year: _____

Strand	Reading and Viewing
SubStrand	Language Features and Rules
Content LearningOutcome	Apply knowledge of language features and structure and how they shape meanings in a variety of texts.

LANGUAGE RULES

PART I   **Active/Passive Voice**

Active

When the <u>subject of a sentence performs the verb's action</u>, we say that the sentence is in the *active voice*. Sentences in the active voice have a strong, direct, and clear tone. Here are some short and straightforward examples of active voice.

1. *The lion killed the deer.*
2. *The cat ate the mouse.*
3. *The dog chased the cats.*

Passive

A sentence is in the *passive voice*, on the other hand, when the subject is acted on by the verb. The passive voice ==is always constructed with a conjugated form of **to be (am/is/are/was/were/be/been/being) plus the verb's past participle.**== Doing this usually generates a preposition as well. For these examples of passive voice, we will transform the three active sentences above to illustrate the difference.

1. *The deer **was killed** by the lion.*
2. *The mouse **was eaten** by the cat.*
3. *The cats **were chased** by the dog.*
4. *I **am done** with homework.*

PART II   **Direct/Indirect Speech**

The verb in the first part of the sentence (e.g. he said/she said) is called a **reporting verb**. The second part of the sentence, enclosed in the inverted commas or quotation marks, is called a **reported speech**. For converting direct speech to indirect speech, **the tense of the reported speechis changed**. Look at the following example:

Reporting verb

Direct speech: *He said, "I am writing a letter".*   Reported speech

Indirect speech: *He said that he **was** writing a letter.*

Rules for Change of Tense in Indirect Speech

If the reporting verb (first part) of the sentence is in **present or future tense**, the tense of the reported speech **is not changed** while converting direct speech into indirect speech. For example:

Direct speech: He says, "Sara is going to school".

Indirect speech: He says that Sara is going to school. (***Tense did not change***)

If the reporting verb (first part) of the sentence is in **past tense**, the tense of the reported speech **is changed** for converting direct speech into indirect speech. For example:

Direct speech: He said, "Sara is going to school".

Indirect speech: He said that Sara was going to school. (***Tense changed***)

Use the following link for detailed notes on direct and indirect speech:
https://www.studyandexam.com/indirect-speech-for-tense.html

Activities
Rewriting
Rewrite the following sentences according to the instructions given in the brackets.

1. He said, "I do not like coffee". (Change the direct speech into indirect speech)

   _____

2. She says, "She likes tea more than coffee". (Change the direct speech into indirect speech)

   _____

3. The cook did not prepare lunch for the boarders. (Change the sentence into passive voice)

   _____
   _____

4. The lunch was prepared by the children on father's day. (Change the sentence into active voice)

   _____

5. They said, "We have been working in a factory for three years". (Change it into indirect speech)

   _____
   _____

6. It was raining. Ronnie did not go to school. (Rewrite beginning: If….)

   _____
   _____

Proof Reading
Identify the error in the following sentences and do the correction.

1. The man hung himself on a tree.

Error: _____   Correction: _____

2. The box of books were kept in the store room.

Error: _____   Correction: _____

3. Despite of being half an hour late, Allan managed to complete his exam.

Error: _____   Correction: _____

4. Not only she is a good athlete, but she is also won the award for being the top student.

Error: _____   Correction: _____

5. No sooner then the bus stopped, Luciana got out.

Error: _____   Correction: _____