

Федеральное агентство по образованию

**Государственное образовательное учреждение
высшего профессионального образования**

**НИЖЕГОРОДСКИЙ ГОСУДАРСТВЕННЫЙ
ЛИНГВИСТИЧЕСКИЙ УНИВЕРСИТЕТ
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TENSES

PASSIVE VOICE

REPORTED SPEECH

Учебное пособие для развития
грамматических навыков студентов лингвистических
университетов и факультетов иностранных языков

Нижний Новгород 2009

Печатается по решению редакционно-издательского совета ГОУ ВПО НГЛУ. Дисциплина: Специальность:

УДК

ББК

Авт.знак

Tenses. Passive Voice. Reported Speech.: Учебное пособие для развития грамматических навыков студентов лингвистических университетов и факультетов иностранных языков. - Нижний Новгород: Нижегородский государственный лингвистический университет им. Н. А. Добролюбова, 2009. – 66 с.

Настоящие учебно-методические материалы предназначены для работы над грамматической стороной речи. Материалы предназначены для аудиторной и самостоятельной работы студентов младших курсов лингвистических университетов.

Структура пособия включает определение понятия «косвенной речи», правила-инструкции перевода прямой речи в косвенную в зависимости от типа предложения, а также систему упражнений, направленных на формирование соответствующих навыков.

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PART I



TENSES

THE PRESENT TENSES

THE PRESENT INDEFINITE TENSE

A. The structures to be revised

The Present Indefinite is used to denote:

1. Customary, repeated actions.

I get up at 8 o'clock every morning.

2. Actions and states characterizing a given person.

She sings beautifully.

3. Universal truths.

The sun rises in the east.

4. Actions going on at the present moment with verbs not used in the Continuous form.

I hear somebody knock. Go and open the door.

B. The new structures.

1. The Present Indefinite tense denotes a future action:

a) in adverbial clauses of time and condition after the conjunctions *when, till until, before, after, as soon as, as long as, if, unless, on condition that, provided.*

I'll come as soon as I finish.

If you don't hurry, we'll be late.

b) with verbs of motion, such as *to go, to come, to leave etc.* The future action is regarded as something fixed. The Present Indefinite is used when we talk about timetables, programs, etc.

The train leaves Plymouth at 11.30 and arrives in London at 14.45.

The Present Indefinite is used for people if their plans are fixed like a timetable:

I start my new job on Monday.

✓ Note: The Continuous is more usual for personal arrangements:

What time are you meeting Ann tomorrow? (not do you meet)

Compare: - *What time are you leaving tomorrow?*

but - *What time does the train leave tomorrow?*

I'm going to the cinema this evening.

but - *The film starts at 8.15 (this evening).*

EXERCISES

1.1 Put the verb into the correct form:

1. Before you...(to leave), don't forget to shut the windows.
2. I...(to phone) you as soon as I... (to arrive) in London.
3. Please don't touch anything before the police...(to come).
4. Everyone...(to be) very surprised if he... (to pass) the exam.
5. When you...(to see) Brian again, you...(not to recognize) him.
6. We...(not to start) dinner until Jack...(to arrive).
7. ...you (to be) lonely without me while I...(to be) away?
8. If I...(need) any help, I... (to ask) you.
9. Come on! Hurry up! Ann...(to be) annoyed if we...(to be) late.
10. You...(to fail) the exam, if you... (not to work) hard.

1.2. Make one sentence from two sentences:

1. I'll find somewhere to live. Then I'll give you my address. (when)
2. It's going to start raining. Let's go out before that. (before)
3. I'm going to do the shopping. Then I'll come straight back home. (after)
4. I'm going to finish reading this book. Then I'll get the dinner ready.(when)
5. You'll be in London next month. You must come and see me then. (when)
6. We'll make our decision. Then we'll let you know. (as soon as)
7. You'll ruin your health. You take care of it. (unless)
8. You will close the window. We'll be most grateful. (if)
9. I'll tell him the truth. He asks for it. (in case)
10. Nick will catch up with the group. He'll work day and night. (on condition)

1.3 Put in *if* or *when*.

1. I'm going to Paris next week.I'm there, I hope to visit a friend of mine.
2. Tom might phone this evening.....he does, can you take a message?
3. I think he'll get the job. I'll be surprised.....he doesn't get it.
4. I hope to be there by 10.30. But.....I'm not there, don't wait for me.
5. I'm going shopping. you want anything, I can get it for you.
6. I think I'll go home now. I'm feeling very tired. I think I'll go straight to bed.....I get home.
7. I'm going away for a few days. I'll phone you.....I get back.
8. I want you to come to the party but....you don't want to come, you needn't.

1.4 Put the verb into the more suitable form, Present Continuous or Present Indefinite:

1. I.....(to go) to the theatre this evening.
2.the film (to begin) at 3.30 or 4.30?
3. We.....(to have) a party next Saturday. Would you like to come?
4. The art exhibition(to open) on 3 May and.....(to finish) on 15 July.
5. I.....(not to go) out this evening. I.....(to stay) at home.
6. ".....you (to do) anything tomorrow morning?" "No, I'm free. Why?"
7. We.....(to go) to a concert tonight. It.....(to begin) at 7.30.
8. What time.....this train (to get) to London?
9. Ann, I....(to go) to town.you (to come) with me?
10. Sue(to come) to see us tomorrow. She.... (to travel) by train and her train..... (to arrive) at 10.15. I.....(to meet) her at the station.
11. I.....(not to use) the car this evening, so you can have it.
12. I'm bored with this programme on TV. When....it (to finish)?

THE PRESENT CONTINUOUS TENSE

A. The structures to be revised.

The Present Continuous is used to denote:

1. An action going on at the present moment.

You are talking nonsense.

✓ Note: To denote an action going on at the present moment when the fact is important and is not a process the Present Indefinite is used.

Why don't you answer?

2. A state or quality or changes.

I'm getting better.

3. A future action.

I'm leaving tonight.

B. The new structures.

The Present Continuous is used to denote:

1. A temporary action.

I'm living with my friend until I find a flat.

2. An action in progress with another action which is habitual and is expressed by the Present Indefinite.

John never talks when he is working.

3. A continual process. In this case the adverbs *always*, *constantly*, *ever* are used.

The earth is always moving.

4. An action thought of as a continual process (with the adverbs always, ever, constantly).

She is always grumbling.

✓ Note: The difference between case 3 and case 4 is the following. What is said in No. 3 is literally true. In No. 4 there is an element of exaggeration caused by emotion.

EXERCISES

1.1. Complete the sentences with one of the following verbs in the correct form:

come get happen look make start stay try work

1. "You.... hard today." "Yes, I have a lot to do."

2. I..... for Betty. Do you know where she is?

3. It.... dark. Shall I turn on the light?

4. I haven't anywhere to live at the moment. I..... with my friends until I find a flat.

5. "Are you ready, Bill?" "Yes, I....."

6. Have you got an umbrella? It..... to rain.

7. You.....a lot of noise. Could you be quieter? I.....to concentrate.

8. Why are all these students here? What.....?

9. How is your French?.....it.....better?

10. He.....progress in English. He speaks much better now.

1.2. Read the conversation between Tom and Jane. Put the verbs into the correct form.

Jane: Tom! I'm glad to see you! What you....(to do) these days?

Tom: I.....(to train) to be a lawyer.

Jane: Really? What is it like?you (to enjoy) it?

Tom: Yes, it's great! What about you?

Jane: Well, actually I.....(not to work) at the moment. I have a baby and I.....(to nurse) it.

Tom:you (to do) it alone?

Jane: No, my mother.....(help) me.

1.3. Complete the sentences using one of these verbs: *get change rise fall increase*

1. The prices very fast.

2. Mary is still ill but she.....better quickly.

3. The climate..... It warmer.

4. The population of the planet..... Soon it will reach 6 billion.
5. The atmospheric pressure..... It will rain in the evening.

1.4. Make one sentence from two sentences.

1. I'm reading in English. I never look up new words. (When I'm reading in English I never look up new words)
2. I usually sit in the kitchen. My mother is making pies.
3. Father is scolding me. I never say a word.
4. I am sleeping. Mother never makes a noise.
5. Mike is working. He doesn't smoke.
6. People don't like to be interrupted. They are speaking.
7. John is smiling. It doesn't always mean he is in a good mood.
8. Sheila is watching TV. She doesn't eat.

1.5. Complete the sentences making them emotionally coloured.

1. I'm sick and tired of her. She is constantly....
2. Look through the rule again. You are ever....
3. Put on your coat. The weather is windy and you are constantly....
4. Try to get up earlier. You are always....
5. I often meet her in the park. She is ever...
6. Smoking is bad for your health. You are ever....
7. She will drive me mad. She is constantly....
8. It is difficult to talk to her. She is always....

1.6. Prove the statements using sentences with emotional colouring.

1. - Brian is undoubtedly a well-read person.
- No wonder. Whenever I see him he is constantly reading.
2. She is hard to deal with.
3. He is pleasant to talk to.
4. The teacher often gets angry with Susan.
5. George is always smartly dressed.
6. Ann is good at tennis.
7. Alan looks so healthy.
8. She told us many interesting stories.

THE PRESENT PERFECT TENSE

A. The structures to be revised.

The Present Perfect is used to denote:

A completed action connected with the present.

I am a little frightened for I have lost my way.

B. The new structures.

The Present Perfect is used to denote:

1. An action completed before a definite moment in the future. It is used in adverbial clauses of time after the conjunctions *when* , *till*, *until*, *before*, *after*, *as soon as*.

I shall go after you have answered me.

✓ Note: Verbs of sense perception and motion such as *to hear*, *to see*, *to come*, *to arrive*, *to return* in adverbial clauses of time are generally used in the Present Indefinite and not in the Present Perfect.

Wait till Mr. Bennett comes.

When the completion of the action is emphasized the Present Perfect is used.

He will learn it by heart when he has heard it twice.

2. An action which began in the past, has been going on to the present and is still going on. In this case either the starting point of the action is indicated (*since* is used) or the whole period of duration (the preposition *for* is used). If the conjunction *since* introduces a clause, the verb in this clause is used in the Past Indefinite.

I have thought of Nick as my best friend ever since childhood.

They have loved each other for years.

I haven't seen George since our last talk.

This use of the Present Perfect is called The Present Perfect Inclusive. The Present Perfect is used:

1) with verbs not admitting the Continuous form,

She's been married for six years.

2) in the negative sentences,

I haven't slept since that night.

3) with non-terminative verbs such as *to live*, *to work*, *to study*, *to teach*, *to travel*, etc. (In this case The Present Perfect Continuous is possible).

I have worked upon the article for a long time.

✓ Note:

A. In the following cases the Present Perfect is not used:

What did you say?

I didn't hear your question.

Where did you buy the book?

Now I understand.

I hear that Brian is in London.

I'm told that Brian is in London.

B. With the expression *just now* the Past Indefinite is used:

I did it just now.

EXERCISES

1.1. Say that you will do what is suggested to you only after you have done something else. Use: *till, until, as soon as, before, after, when.*

1. Visit your friend. They say she is ill.
2. You'd better read this book in the original.
3. I suggest going to the theatre tonight.
4. You should write a letter to your parents. .
5. You'd better learn the text by heart.
6. Help your friend with her grammar.
7. I advise you to join the library as soon as possible.
8. Have your speech recorded.
9. Will you give me the book you are reading?
10. I advise you to learn the rule first.
11. You ought to visit your grandmother.
12. Will you have dinner?

1.2. Complete the sentences indicating either the starting moment or the whole period of duration of the action.

1. I have trusted Jane...
2. Gordon has depended on his mother...
3. I have wished to be a teacher...
4. I have envied Chris...
5. John has displeased his parents...
6. Mary has preferred to keep silence...
7. I have disliked Nick for his selfishness...
8. I have expected...

1.3. Answer the questions in the negative. Indicate the starting point of the action or the duration of the whole period.

1. Have you travelled much lately?
2. Have you been to Moscow this year?
3. Have you been to the theatre this month?
4. Have you been to the laboratory today?
5. Have you seen anything interesting on TV lately?
6. Has your friend changed much?
7. Have you read anything in English in addition to the programme?

8. Have you worked in the reading hall today?
9. Have you eaten anything today?
10. Have you bought anything new this week?

THE PRESENT PERFECT CONTINUOUS TENSE

A. The structure to be revised.

The Present Perfect Continuous is used to denote an action which began before a definite moment in the past, has been going on up to the present moment and is still going on. This use of the Present Perfect Continuous is called the Present Perfect Continuous Inclusive. The Present Perfect Continuous Inclusive is generally used with *since* (denoting the starting point of the action) and *for* (denoting the whole period of duration), *these two days*, etc. If the conjunction *since* introduces a clause, the verb in this clause is in the Past Indefinite.

Since I saw you last I have been thinking, thinking.

I have been reading this book for two months.

She has been painting these two days.

B. The new structure.

The Present Perfect Continuous is used to denote an action which was recently in progress but has recently stopped or just stopped. This use of the Present Perfect Continuous is called the Present Perfect Continuous Exclusive.

Have you been crying? Your eyes are red.

The Present Perfect Continuous Exclusive is used for actions repeated over a period of time.

I have been collecting pictures.

How have you been spending your money?

The Present Perfect Continuous Exclusive is often used with an emotional colouring.

I suppose you have been telling lies again.

EXERCISES

1.1. Answer the questions. Use the Present Perfect Inclusive.

1. Have you read this book?
2. Have you written your grammar test?
3. Have you finished tidying up?

4. Have you made up the dialogue?
5. Have you cooked dinner?
6. Has your mother sewn the dress for you?
7. Has your friend caught up with the group?
8. Have you finished working in the laboratory?
9. Have you written an explanatory note to the Dean?
10. Have you learnt the poem by heart?

1.2. Ask a question to each situation.

1. Betty looks sunburnt. (she/ to sit in the sun)
2. Your brother comes home. His face and hands are dirty. (you/to do)
3. The doctor has just come and sees a patient waiting for him. (you/to wait)
4. Your friend tells you he sells books. (you/to sell)
5. Your friend is a teacher. (she/to teach)
6. Your sister is saving money to go on holiday. (she/to save)
7. Your friend is out of breath. (you/to run)
8. There is a smell of fresh paint in the house. (you/to paint)

1.3. Say how long something has been happening.

1. It is snowing now. It started snowing two hours ago.
2. Mary is looking for a job. She began looking for it four months ago.
3. He is learning Italian. He began learning it in January.
4. John is working in Paris now. He started working there in summer.
5. Mike plays chess. He started playing chess three years ago.
6. Jim sells computers. He began selling them last year.
7. I'm tired. I have tidied up the flat.
8. Mary is playing tennis. She began to play an hour ago.

1.4. Put the verb into the correct form. Use the Present Perfect or the Present Perfect Continuous.

1. I.....(to lose) my pen. Help me to find it, please.
2. You look tired.you (to work) hard?
3. He(to read) the book he took in the library for two days but he...(not to finish) it yet.
4. "Sorry I'm late.you (to wait) long?"
5. Mike...(to fall) ill. He is very pale.
6. My brother is a producer. He...(to make) several films.
7. I....(to wash) the glasses. So far I....(to wash) five of them and three more are left.
8. He knows much about different countries. ...he (to travel) much?

EXERCISES ON DIFFERENT PRESENT TENSES

1.1. Say what present tenses are used in the following sentences and why.

1. We are starting for Moscow tomorrow.
2. I won't be able to translate the article unless you help me.
3. I have been thinking of your offer since then.
4. The train arrives at 8 tomorrow.
5. We have been working at our grammar since the beginning of the academic year.
6. I have been doing the exercises for an hour and have just finished them.
7. You are constantly chatting at the lessons.
8. I shan't leave until I have completed the task.

1.2. Translate into English.

1. Я не могу сейчас отдать эту книгу, т.к. я ее читаю. Я читаю эту книгу уже неделю, но еще не закончила.
2. Не шуми: Чарли делает домашнее задание. Он делает его уже два часа.
3. - Что ты делаешь?
- Ищу свою тетрадь. Я ищу ее с утра, но никак не могу найти ее.
4. - Я мечтаю попасть в кукольный театр уже год.
- Если ты все еще мечтаешь об этом, я могу достать тебе билет.
5. Бесполезно сейчас заходить за Джоном. Он, наверняка, занимается сейчас йогой (yoga). Он делает это уже 5 лет и не собирается отказываться от этой привычки.
6. Роберт опять собирается на рыбалку. Он увлекается рыбалкой уже два года.
7. Я не могу сейчас уйти из дома, т.к. жду брата. Я жду его уже час, но его все еще нет.
8. - Что ты делаешь сегодня вечером?
- Весь этот месяц я по вечерам хожу на каток.
9. Я слушаю вас уже 15 минут, но еще не понял, к чему вы клоните.
10. Каждый день на этой неделе Марк опаздывает на работу. Сегодня он тоже опаздывает.

1.3. Use the following sentences in short dialogues:

1. He is taking his exam in English soon.
2. He has missed several lessons since then.
3. They've been spending their holidays in the country.
4. You are always throwing your things around.
5. I will join you as soon as I have finished my work.

THE FUTURE TENSES

THE FUTURE INDEFINITE TENSE

A. The structure to be revised.

The Future Indefinite is used to denote a future action when:

- 1) we decide to do something at the time of speaking,

It's cold. I'll close the window.

- 2) we offer to do something,

I'll help you with your English.

- 3) we promise to do something,

I'll phone you as soon as I arrive.

- 4) we ask someone to do something

Will you do it for me, please?

B. The new structure.

The future Indefinite is used in subordinate object and attributive clauses.

I haven't any idea if John will phone me.

I don't know when he will take his exams.

EXERCISES

1.1. Put the verb into the correct form.

1. Before you...(to leave), switch off the light, please.
2. I don't know if he...(to switch) off the light when he ...(to leaves).
3. I shall buy the dress if it ...(to fit) me.
4. I'm not sure if the dress ...(to fit) me.
5. I can't say for sure if I ...(to get) tickets for this film.
6. I shall see this film if ... I (to get) tickets.
7. I'll ring you up if it(to be) necessary.
8. Come and see me when you ...(to be) in Moscow.
9. I'm not sure if he ... (to follow) your advice.
10. I'll be surprised if he ...(to fail) his exam.

1.2. Complete the sentences using either the Present Indefinite or the Future Indefinite.

1. We shall go hiking tomorrow if...
2. We have no idea if...
3. Time drags on as we don't know when...
4. I wonder if...
5. We'll buy an ice-cream if...
6. We won't be nervous before the exams if...

7. We are planning to arrange a party but I'm not sure if...
8. Drop in at my place when...
9. I haven't any idea when...
10. You must find out when...

1.3. Listen to the dialogues and reproduce them.

- a) -Will you go to Moscow on Sunday?
 - I will if my report is ready, but I'm not sure if it will be ready in time.
 - Will you take a small parcel to my aunt if you go?
 -I will if she meets me at the station because I don't know if I'll have time to go to her place.
- b)- Did you buy the book yesterday?
 - Yes, I was lucky enough to get the last copy.
 - If it's on sale will you get me a copy too?
 -I will, only I don't know if it will be on sale again.

1.4. Continue the following dialogues. Work in pairs.

- a) -Are you in a hurry?
 -No, why?
 - Will you...
 - I don't know if....
- b) -What will he do?
 - I don't know, but I think he will return...
 - Will you inform me when he....

THE FUTURE CONTINUOUS TENSE

The new structure.

The Future Continuous is used:

1) to denote an action which will be going on at a definite moment in the future. The definite moment is indicated either by another future action expressed by a verb in the Present Indefinite or by an adverbial phrase.

We shall be having classes at 10 o'clock tomorrow.

We shall be working when you return.

2) to talk about things which are already planned or decided.

Will you be using your car this evening?

No, you can take it.

3) to denote an action which is sure to take place (in this case the Future Continuous has a modal colouring).

My dear friend, you will be getting into debt.

EXERCISES

1.1. Contradict the following sentences, say you will be doing something else.

1. I know you will be having a lecture on Phonetics at 10 on Sunday.
2. You will be sleeping when our classes begin tomorrow.
3. You will be watching TV when I ring you up.
4. Your group will be writing a dictation from 10 to 11 tomorrow.
5. When I ask one of you to speak the rest will be chatting.
6. You will be doing a translation when we drop in at your place tomorrow.
7. You will be working in the lab from 12 to 14 o'clock tomorrow.
8. Your mother will be cooking when you return from the University.
9. Your father will be reading a newspaper at 8 o'clock tomorrow.
10. You will be leaving home when the performance begins.

1.2. Complete the sentences using the Future Continuous.

1. I'll be working at my English...
2. The teacher will be explaining a new grammar rule...
3. Mary will be taking her exam...
4. We will be having dinner...
5. I'll be making arrangements for the party...
6. My sister will be doing her room...
7. My mother will be washing up...
8. The students will be recording their speech...
9. Helen will be doing her exercises...
10. Ann will be speaking over the phone...

1.3. Make up sentences using the Future Continuous.

Example: to watch a film.....from 8 till 9 this evening.

I'll be watching a film from 8 till 9 this evening.

1. to study English..... the whole evening today.
2. to play football..... from 7 till 9 tomorrow.
3. to clean the room.....all the morning tomorrow.
4. to speak to the Dean.....at 10 tomorrow.
5. to dineat 7 o'clock tomorrow.
6. to work.....from 8 to 15 tomorrow.
7. to cook.....from 6 till 7 this evening.
8. to wash the linen..... all day long tomorrow.
9. to watch TV..... when mother comes home.
10. to sleep.....when father leaves home for work.

1.4. Ask questions using the Future Continuous.

1. You want to borrow your friend's tape-recorder.
(you/to use/your tape-recorder this evening)
2. You want your friend to give Jane an invitation.
(you/to meet/Jane/this afternoon)
3. You want your friend to post a letter for you.
(you/to pass/the post-office/when you go shopping)
4. You need a car.
(you/to use/your car/tonight)
5. You want your friend to accompany you to the shopping centre.
(you/to go/to the shopping centre/ later).

THE FUTURE PERFECT TENSE

The new structure.

The Future Perfect is used to denote an action completed before a definite moment in the future.

I'll have finished the translation by 6 o'clock this evening.

We'll have reached the station before the rain starts.

EXERCISES

1.1. Agree with the following statements.

1. The students will have reviewed the material before the session begins.
2. You will have done your morning exercises before breakfast is ready.
3. Your mother will have cooked dinner by the time you return home.
4. The students will have mastered English before they start learning a second language.
5. You will have finished your work by noon.
6. By the time the bell goes the students will have gathered in the classroom.
7. You will have finished tidying up the flat before the guests come.
8. You'll have read the book before the end of the term.
9. He will have dined by 7 o'clock.
10. He will have caught up with the group by November.

1.2. Answer the following questions using the Future Perfect.

1. Have you taken the necessary book from the library?
2. Have you learned the text by heart?
3. Have you made the necessary arrangements for the party?
4. Have you sent a letter to your friend?
5. Have you read the story?

6. Have you rented a room?
7. Have you visited your friend ?
8. Have you bought a new dress?
9. Have you spoken to the Dean about accommodation at the hostel?
10. Have you cleaned your room?

1.3. Listen to the dialogue and memorize the sentences with the Future Perfect.

Jane: I shall have done my homework by 7 o'clock.

Ann: Oh, I shan't even have begun my homework by 7 o'clock but I'll begin it as soon as supper is over.

Jane: I hope you will, Ann. We shall have had supper by half past seven, so you can do an hour's work before bedtime. Will you have done it by half past eight?

Ann: Oh, yes, I'll have finished everything by 8 o'clock.

1.4. Give the opening lines of the following dialogues. Keep the conversation going.

-

- Oh, I think we'll have done our shopping by the evening.

-

- But I'm afraid I won't have finished my work before the film begins.

-

- Don't worry, I'll have prepared everything when the guests come.

THE FUTURE PERFECT CONTINUOUS TENSE

The new structure.

The Future Perfect Continuous is used to denote an action which will begin before a definite moment in the future, will continue up to that moment and will be going on at that moment.

By the 1st of March I will have been reading this book for a fortnight.

EXERCISES

1.1. Make up sentences using the Future Perfect Continuous.

1. (to take French lessons).....for 3 weeks by next month.
2. (to study at the University)..... for 2 years by July.
3. (to live in Moscow).....for 20 years by the end of the year.
4. (to tidy up)..... for an hour before the parents return.
5. (to prepare for her exam).... for half a year by January.
6. (to listen to the text).....for 15 minutes by the time the bell goes.

1.2. Use the following sentences in short dialogues or situations.

1. I'll be revising for the exam for half an hour before you come.
2. We'll have been repairing the house for a month by December.
3. We'll have been playing tennis for 2 hours before Mary arrives.

EXERCISES ON DIFFERENT FUTURE TENSES

1.1. Say what future tenses are used in the following sentences and why.

1. Father, will you be using the car tomorrow?
2. What are you going to do tonight? Will you join me for the theatre?
3. I'll be watching a film from 7 to 9 tonight.
4. I will shut the door. I left it open.
5. Will the weather be fine tomorrow?
6. How long will you have been studying English by the end of the year?
7. Will you have done everything by the time the guests come?

1.2. Translate into English.

1. Я собираюсь посмотреть этот фильм. Я уже купила билет.
2. Завтра, наверняка, будет солнечный день.
3. Завтра я поеду в университет на автобусе.
4. Пора упаковывать вещи, мы выезжаем завтра утром.
5. Джон через два дня сдает экзамен, он очень волнуется.
6. Завтра в это время я буду делать уборку в квартире.
7. Теперь, когда занятия в университете начались, я буду часто встречаться со своими друзьями.
8. Ты не будешь разговаривать с ребенком таким тоном. Я этого не допущу.
9. К этому времени мы уже закончим разговор.
10. Сколько времени ты будешь путешествовать до того, как вернешься домой.

THE PAST TENSES

THE PAST INDEFINITE TENSE

The structures to be revised.

The Past Indefinite is used to denote:

1. An action performed in the past.

He left fifteen minutes ago.

2. Past actions in succession.

He threw down his spade and entered the house.

3. Repeated actions in the past.

He used to ski every Sunday.

At times he would spend all days locked in the room.

4. The Past Indefinite denotes a future in the past action in the subordinate clauses of time and condition.

He said he would be delighted if I visited him.

EXERCISES

1.1. Complete the sentences using *used to* and *would* to express a repeated action in the past.

1. Every weekend in winter we....
2. When they lived in Moscow they...
3. From time to time he...
4. This is the house where they...
5. When they met they...
6. Every year he....
7. When they were in the second year they...
8. Every Saturday last year I...
9. Last month she...
10. When a child he...

1.2. Say what Mr. Reed used to do when he was young.

1. Now he doesn't play tennis.
2. Now he doesn't dance.
3. Now he doesn't eat much.
4. Now he doesn't drink beer.
5. Now he doesn't play the violin.
6. Now he isn't very rich.
7. Now he doesn't travel.
8. Now he doesn't drink strong coffee.
9. Now he doesn't sing.

10. Now he doesn't have many friends.

1.3. Answer the following questions using *used to* or *would*.

1. Did you listen to texts when you were in the first year?
2. How many times a week did you go to the library?
3. How often did you have grammar tests?
4. How often did you work in the reading-hall?
5. Did you arrange get-togethers?
6. Did you often go to the library?
7. Did you like to ski last winter?
8. How many English classes did you have last year?
9. How often did you go the theatre?
10. How often did you write dictations?

1.4. Say on what condition or when your friend (brother) would do the following.

Example: - He said he would bring the book.

He said he would bring the book if he found it.

1. He said he would join the library.
2. The teacher said Chris would fall behind the group.
3. Thomas thought he would get an excellent mark.
4. Peter was not certain he would go on a trip.
5. Jane always got to the University on time.
6. They were sure she would make progress in English.
7. She promised to help Charlie with his French.
8. He always helped his friends before the exam.
9. He said he would come.
10. He said he would take the exam.

1.5. Complete the following sentences.

1. She would write her book as soon as...
2. She would continue reading the story...
3. Mary was ill for two days. We were not at all sure if...
4. They were waiting for the day when...
5. He promised not to see her till...
6. I wondered when...
7. He thought he would go by train unless...
8. My friends didn't know when...
9. My brother said he would see Mr. Ford in case...
10. I promised to tell her the news once...

THE PAST CONTINUOUS TENSE

A. The structures to be revised.

The Past Continuous is used to denote an action which was going on at a definite moment in the past. The definite moment is indicated either by an adverbial phrase or another past action expressed by a verb in the Past Indefinite.

When we returned the children were sleeping.

At midnight he was still working.

The Past Continuous is often used after such phrases as *the whole day, all day long*.

Roy was playing in the garden all day long.

B. The new structure.

The Past Continuous is used to denote an action thought of as a continual process. In this case the adverbs *always, ever, constantly* are used. The Past Continuous in this case has an emotional colouring.

She was always complaining of being lonely.

EXERCISES

1.1. Say that your friend (brother, mother, etc.) was doing something else.

1. When you came home your brother was watching TV.
2. The whole morning Ann was helping her mother tidy up.
3. The mother was ironing when Bill came home.
4. We were having a lesson of English at three yesterday.
5. On our way to the theatre we were discussing the programme.
6. When mother returned home I was washing up.
7. Nick was resting at this time yesterday.
8. I was reading for my exam all day long yesterday.
9. We were playing tennis from 8 to 10 yesterday.
10. When I came into the Dean's office the secretary was typing something.

1.2. Put the verb into the correct form, the Past Continuous or the Past Indefinite.

1. Last night Jim (to read) when he.....(to hear) some noise in the corridor.
2. They (to drive) fast when the accident.....(to happen).
3. Ann....(to break) a glass while she....(to wash up).
4. Every one.... (to sleep) when they.....(to arrive).
5. What you.....(to do) at this time yesterday?
6. I.....(to go) to the market when I(to meet) Ann.
7. My sister....(to tidy up) while I....(to do) my homework.

8. We....(not to go out) because it....(to rain) cats and dogs.
9. I ...(to watch) TV when she....(to phone) me.
10. Mary...(to do) grammar exercises while I....(to learn) the poem by heart.

1.3. Make one sentence from two sentences.

1. I played the piano. He came in.
2. I wrote a letter. My brother entered the room.
3. I stood in the line. I saw an acquaintance of mine.
4. The teacher explained a new rule to us. The bell went.
5. Nick did the translation. He was called to the Dean's office.
6. Helen read something. Ann opened the door.
7. Jane tidied up the flat. Her father returned from work.
8. We worked in the laboratory. Brian brought the tickets to the theatre.

1.4. Translate into English.

1. Что ты делала, пока я мыла посуду?
2. Он позвонил, когда мы обедали.
3. Вчера в это время я слушала интересную лекцию по литературе.
4. Пока я накрывала на стол, дети умывались.
5. С десяти до одиннадцати я работала в лаборатории.
6. Она разговаривала с гостями и накрывала на стол.
7. Пока ребенок спал, она готовила обед.
8. Когда он позвонил, мы уже уходили из дома.
9. Она осталась дома, потому что шел сильный дождь.
10. Когда ребенок проснулся, она разговаривала по телефону.

1.5. Agree with the following sentences and say why using sentences with emotional colouring.

Example: - She said she was tired.

- Whenever I came she was always doing something about the house.

1. She was very good at cooking.
2. Peter again lost a book from the library.
3. Helen didn't like her room-mate.
4. Nick got only excellent marks last term.
5. We were displeased with our friend.
6. We were told that Jack would not come on time.
7. It was easy to deal with Kate.
8. Nelly made good progress in English.
9. In the restaurant we decided to take a beefsteak.
10. Ann was always scolding her brother.

THE PAST PERFECT TENSE

A. The structures to be revised.

1. The Past Perfect is used to denote an action completed before a certain moment in the past. The moment may be indicated by another past action expressed by a verb in the Past Indefinite or an adverbial phrase.

Fortunately the rain had stopped before they started.

By 6 o'clock yesterday they had already finished their work.

The definite moment can be understood from the situation.

She had put down her knitting and was looking at her niece in surprise.

2. The Past Perfect is used to denote an action which began before a definite moment in the past, continued up to that moment and was still going on at that moment. The starting point or duration of the action is indicated in that case. To indicate the starting point *since* is used. To indicate the whole period of duration *for* is used.

The Past Perfect Inclusive is used:

a) with verbs not admitting the Continuous form,

He knew it - he had known it for some time already.

b) - in negative sentences,

They had not spoken to each other for three days.

c) with non-terminative verbs such as *to work, to live, to study, to teach, to travel, to last, etc.* In this case the Past Perfect Continuous is possible.

The conversation had lasted for ten minutes before it was interrupted by a telephone call.

B. The new structures.

1. The Past Perfect is used with the conjunctions *hardly....when, scarcely....when, no sooner....than.*

Hardly had I entered the room when I smelled something burning.

They no sooner had arrived than they were asked to go to the headmaster.

2. Sometimes the Past Perfect doesn't denote priority but only the completion of the action.

He waited until she had found the key.

EXERCISES

1.1. Complete the sentences using the verb in brackets.

1. Helen was nervous to be in the plane. She.....(to fly) before.
2. Margaret looked pale. She.....(to fall) ill.
3. The man was a stranger to John. He.....never (to see) him.
4. That time he was late though he.....(not to be) late before.
5. The flat looked messy. She.....(not to tidy up) for a long time.
6. Brian was afraid to drive the car. He.... (not to do) it before.
7. Tom was tired. He.....(to walk) much that day.
8. Ann didn't come. They.....(not to invite) her to dinner.
9. She failed her exam in English. She....(to work) by fits and starts.
10. She fell behind the group. She.....(to be) ill for a long time.

1.2. Complete the sentences using the verbs in brackets. You came to your native town and found many things were different.

1. Mr. Ross didn't work at school. He.....(to retire).
2. My friend Laura was no longer there. She....(to marry) and (to go) away.
3. The old bar was no longer open. It.....(to close) down.
4. Old Mrs. Howard was not alive. She.....(to die).
5. I didn't recognize Norman. He.....(to change) much.
6. Mrs. Burton didn't live near the school. She..... (to move) into another house.
7. Jeremy no longer had his cycle. He.....(to sell) it.
8. My younger brother could speak two foreign languages. He.....(to learn) French and Spanish.

1.3. Add a subordinate clause using the Past Perfect to express a prior action.

1. Jane was the best student of the group...
2. We offered to help Mike...
3. He left the door open....
4. The washing-machine didn't work....
5. His test-paper was the best...
5. I left university...
6. Jane got to the station on time...
7. She knew English perfectly...
8. We went to the lab....
9. The party was a success...
10. She looked upset....

1.4. Answer the following questions using *hardly...when, scarcely...when, no sooner... than*.

1. When did you take your entrance exams?
2. When did you join the library?
3. When did you see your group-mates for the first time?
4. When did you turn out your flat?
5. When did you do the shopping?
6. When did you buy your new shoes?
7. When did you buy this dictionary?
8. When did you help Mary?
9. When did you go to visit her?
10. When did you have dinner?

1.5. Make one sentence from two sentences. Use the conjunctions *hardly...when, scarcely...when, no sooner...than*.

1. Peter opened the door. He saw his brother.
2. She laid the table. Her friends came.
3. He missed classes without a reasonable excuse. He got a reprimand.
4. He learned the rule. He started doing the exercises.
5. He collected the necessary data. He started writing his essay.
6. She wrote a letter. She went to mail it.
7. They heard the bell. They hurried out of the room.
8. They got acquainted. They became friends.
9. They left the house. It began to rain.
10. They started their trip. She fell ill.

1.6. Translate into English.

1. На пути домой он старался вспомнить, когда последний раз видел Джона.
2. Она уехала к родителям до того, как пришла телеграмма.
3. Было гораздо холоднее, чем она предполагала.
4. Он не жалел, что познакомился с ней.
5. Он ждал, пока она оденет ребенка.
6. К пяти часам все уже собрались в гостиной.
7. Она знала, что он даст ей книгу только после того, как сам ее прочитает.
8. Он не помнил его имени и не помнил, чтобы когда-либо встречал его раньше.
9. Он знал, что она придет, как только завершит эксперимент.
10. Она кончила упаковывать вещи, когда ее сестра постучала в дверь.

1.7. Join the two sentences together using the Past Perfect.

1. I was asleep. (2 hours). The sandwiches arrived. (I had been asleep for 2 hours when the sandwiches arrived.)
2. I was at home (half an hour). The telegram about my arrival was delivered.
3. My dress was ready (week). I went to take it.
4. I was through with the test-paper (a quarter of an hour). The bell rang.
5. I waited for you at home (for two hours). You rang me up.
6. I worked at my pronunciation (20 minutes). I left the lab.

THE PAST PERFECT CONTINUOUS TENSE

Two uses of the Past Perfect Continuous are distinguished: the Past Perfect Continuous Inclusive and the Past Perfect Continuous Exclusive.

1. The Past Perfect Continuous Inclusive is used to denote an action which began before a definite moment in the past, continued up to that moment in the past and was still going on at that moment. Either the starting point of the action is indicated or the whole period of duration. The preposition *for* is used to denote the whole period of duration. *Since* is used to indicate the starting point of the action.

I had been tidying up for an hour when you called on me.

We couldn't go out because it had been raining since early morning.

2. The Past Perfect Continuous Exclusive is used to denote an action which was no longer going on at a definite moment in the past, but which had been in progress not long before.

She had been crying because her eyes were red and swollen.

EXERCISES

1.1. Complete the sentences making it possible to use the Past Perfect Continuous.

1. He had been reading...
2. Jane had been washing...
3. We had been sealing up the windows...
4. He had been standing in the line...
5. She had been writing out the new words...
6. They had been making the arrangements...
7. They had been rehearsing the play...

8. She had been learning the poem by heart...
9. Mike had been working hard...
10. Nelly had been working by fits and starts...

1.2. Make one sentence from two using the Past Perfect Continuous and making the necessary changes.

1. Nick was writing a letter. We came home. (Nick had been writing a letter for more than an hour when we came home).
2. They were walking. They reached the forest.
3. They were playing volley-ball. The bell rang.
4. Peter was listening to the record. His friend came.
5. The teacher was explaining the rule. We started doing exercises.
6. We were making arrangements. He arrived.
7. We were discussing the problem. Michael entered the classroom.
8. They were driving in the car. They reached the town.
9. The mother was cooking. The children agreed to help her.
10. Ann was tidying up the flat. It looked spick and span.

1.3. Complete the following sentences using the Past Perfect Continuous.

1. By the time the lesson was over...
2. I had been waiting at the entrance...
3. When I came into the assembly-hall...
4. By the end of the last month...
5. He failed at the exam because...
6. Mary had been studying French...
7. He spoke English well because...
8. She had been doing the room...
9. She had been cooking...
10. She looked tired as...

1.4. Respond to the following statements giving your reason in the Past Perfect Continuous. Begin your answer with *No wonder*.

Example: - Nick passed his exam very well.

- No wonder, he had been working from morning till night.

1. When I looked out this morning the ground was wet.
2. When we called on him he was still sleeping.
3. When I saw her last night her eyes were red.
4. There was so much snow that we hardly got to the station on time.
5. Kate decided to stay at home when we invited her to go for a walk.
6. Her eyes were sore when she stopped reading the book.
7. She had a wonderful tan when I met her.
8. Yesterday she could not speak.

EXERCISES ON THE PAST TENSES

1.1. Say what past tenses are used in the following sentences and why.

1. He was out of breath as he had been running for half an hour.
2. At five yesterday I was doing the same job.
3. She waited until he had finished speaking.
4. They were sitting around the table and talking when I came into the room.
5. He used to cram before the exams.
6. The child was always running about making much noise.

1.2. Translate into English.

1. Уже смеркалось. Мы боялись, что они вообще не придут.
2. Стояла поздняя осень. Все листья уже опали.
3. Она постоянно занималась в прошлом году.
3. Как только ей позвонили, она сразу же ушла.
4. Павел сказал, что его друзья приезжают завтра.
5. Они ехали несколько часов, пока не оказались в маленькой деревушке.
6. К январю мы уже сдали все экзамены.
7. Павел, который громко смеялся, вдруг замолчал.
8. Он обычно обедал со своими друзьями в ресторане.
9. Когда Вы здесь были в последний раз?
10. Она взглянула на часы. Она прождала уже более получаса.

1.3. Listen to the text. Question your partner about it using different past tenses.

Jim was too late. Sitting in the drawing-room when he got home, his wife was doing nothing at all. No book, no chess-men, not even gramophone records - she was sitting as though she had been there for hours, staring out of the lighted room into the January night. She was waiting for Jim. She began to speak before he had taken his coat off.

After Jim had greeted her he settled down by the side of the fire. He tried to speak in the tone that she would trust. She trusted him as she had done before. She didn't refer to what had been said the evening before; instead she was talking about Jim's arrangements for the coming night. Gilbert Cook had invited him to dinner. Then Jim put his arm round her shoulders and led her into the dining-room. His wife was seriously ill.

PART II



THE PASSIVE VOICE

Voice is a grammatical term, which is used to tell whether the subject of the sentence is acting or is receiving the action expressed by the verb. The terms "active voice" and "passive voice" refer to the form of a verb. In the active voice the subject of the sentence is the person or thing doing the action:

John cooked the food last night.

In the passive voice the action is done to the subject:

This food was cooked last night.

We can form the passive only with transitive verbs: that is verbs which can be followed by an object. The passive voice is formed by combining the auxiliary verb "to be" with the past participle of the principal verb:

be + Part II

There are some transitive verbs in the English language which correspond to intransitive verbs in Russian. They are "to affect, to answer, to assist, to attend, to follow, to influence, to join, to help." They are used in the passive constructions in English, but they are not used in the passive constructions in Russian, so there may arise some difficulty in translating passive constructions with these verbs into Russian.

The man was followed by the dog.

His question was not answered.

Her behaviour was influenced by the weather.

The passive constructions are used:

a) if the doer of the action is not known, so that an active construction is impossible:

My purse has been stolen.

(I do not know by whom)

b) if the doer of the action is self-evident, or unimportant:

He was crowned a king.

Mistakes are always made.

c) if we do not want to mention the doer of the action:

I've been told that you are married.

d) if the object, the action is performed with, is more important than the doer of the action:

Mary was punished by her father.

e) if what was done is more important than the doer of the action:

America was discovered by Columbus.

The Passive Voice is mainly used in scientific prose.

I. State whether these verbs are transitive or intransitive:

study, open, go, return, play, arrive, wash, choose, hurt, eat, do, come, blow, breathe, care, carry, raise, lie, stop, lay, rise, catch, finish, cook, buy, step, slip, lose, read, speak, get, sink, sail.

II. Why do you think the passive constructions are used in these sentences?

1. The question was often put to me but I never answered it.
2. "Where is Frank?" "He's taken care of."
3. Bell was looked on as a sweet-tempered young man.
4. Mr. Smith was expected to return shortly.
5. The meal was somehow finished with, everyone moved out of doors.
6. I had been given a card to the Club and in the afternoon I used to go there to play bridge.
7. The house was locked when they set off.
8. When I arrived the family were in the sitting-room. Tea had been cleared away and the curtains had been drawn.
9. His calculations were proved wrong.
10. I was lent the book by my friend.
11. They had been caught by the war in Australia.
12. It was believed that the fire was caused by a short circuit in the lift mashinery.
13. Two climbers are being looked for by the Scottish police in the Highlands.
14. The radio was invented by Popov.

When you use the passive, you often do not mention the person or thing that performs the action at all. This may be because you do not know or do not want to say who it is, or because it does not matter.

Her boyfriend was shot in the chest.

Your application was rejected.

If you are using the passive voice and you do want to mention the person or thing that performs the action, you use "by".

He had been poisoned by his girlfriend.

He was brought up by an aunt.

You use "with" to talk about something that is used to perform the action (an instrument, tool, etc., which helps the agent to do an action)

He was killed with a knife.

A circle was drawn in the dirt with a stick.

He was shot (by the policeman) with a revolver.

The doer of the action is not mentioned in 70% of passive constructions (in literature). But there are some verbs which demand mentioning the agent. They are "accompany, attend, bring about, cause, characterize, confront, control, follow, govern, influence, join, mark, rule, etc."

He was accompanied by a crowd of correspondents.

I. Add the agent to the sentence using prepositions "by, with".

1. Bread is cut (a knife).
2. The table is being laid for dinner (Ann).
3. Jack was overwhelmed (joy).
4. I was told the news (a man).
5. Sue was reprimanded (the Dean) yesterday as she had missed many classes.
6. I was introduced to the manager (the secretary).
7. The case has been mentioned to me (the lawyer).
8. The situation was explained to us (the parents).
9. In winter rivers and lakes are covered (ice).
10. Some flour, eggs, salt, sugar, butter and milk were beaten into the mixture (a mixer).

II. Complete the sentences mentioning the agent.

1. Her decision to go to France to study painting was influenced...
2. The man was followed...
3. A zebra is marked...
4. The UK is governed...
5. The fire in the house was caused...
6. The teacher was accompanied...
7. Your work is characterized...
8. The two parts of the city were joined...
9. The criminal confessed at once when he was confronted...
10. The prices are hardly controlled...

The Tense Forms of the Verb in the Passive Voice

	Simple	Continuous	Perfect
Present	The house is built	The house is being built	The house has been built
Past	The house was built	The house was being built	The house had been built
Future	The house will be built		The house will have been built

I. Give the principal forms of the following verbs:

to write to lose to break to give to read to find to buy to put to begin to do to cut
to take to beat to make to bring to pay to shake to sweep to sell to lay

II. State the forms of the verbs and use them in sentences of your own, add some adverbs or adverbial phrases of time.

is being washed; had been written; is spoken; are kept; was used; will have been cooked; were being stolen; are sewn; had been soaked; will be taken; will have been mended; was spoilt; is being scolded; had been given; will be opened; was being swept; is read; was lost; will be found; is being watched; had been broken; was closed; was being bought.

III. Transform the sentences into the passive voice.

- a) They grow rice in China.
We don't drink tea very often.
Vegetarians don't eat meat.
Liz reads a newspaper every day.
We pay the bill before leaving the restaurants.
I buy bread every morning.
John usually meets her on his way home.
He changes cars once a year.
Somebody cleans the room every day.
People don't use this road very often.
How do people learn languages?
- b) They cancelled all flights because of the fog.
Somebody accused me of stealing money.

People advised us not to go out alone.
I cooked fish soup for dinner.
Ann broke her leg in an accident.
Did you beat out the carpets?
John took my diary.
The dressmaker spoiled my dress.
We did not see him last year.

- c) She will open the jar.
They will cut down the tree soon.
We will wash the dishes after dinner.
Don't go there! Bees will sting you.
The police will arrest the criminal.
Jane will alter her elder sister's dress for the party.
They will air the classroom in the interval.
How will you lengthen this dress?
Dick will invite us to the party.
- d) Somebody is using the computer at the moment.
Jane is making up her face in the bedroom.
Is he writing a new book now?
They are building a concert hall near our house.
The committee is considering several new proposals.
John is calling the other members.
- e) I didn't realise that somebody was recording our conversation.
Mary was scolding her daughter when I entered the room.
I was watching the "Romeo and Juliet" at that moment.
While the man was reading the newspaper, Diana approached him.
What were you cooking when I rang you up?
Martha was delivering the documents to the department.
- f) Somebody has washed the floor.
They have postponed the concert.
They have built a new hospital near the airport.
They have cooked vegetables too long.
I haven't dusted the furniture yet.
Somebody has taken my umbrella by mistake.
The police have found the people they were looking for.
They have redecorated the house lately.
She has just locked the door.
Tom gets a high salary now, they have promoted him.

- g) By noon they had cleaned the flat.
 He had bought a volvo, before he sold his old car.
 As Mary had left her bag behind she had to return home.
 The car was three years old but they hadn't used it very much.
 Mike went to hospital as a dog had bitten him in the street.
 Who had sewn clothes for you before you learned sewing?
 When we got to the stadium we found that they had cancelled the game.
 The company had ordered some new equipment before the strike began.
 The delegates had received the information before the recess.
- h) John will have received the papers by tomorrow.
 They will have provided the refreshments before the party begins.
 They will have informed Janis about their plans before they leave for Paris.
 They will have completed the research by next month.
 They will have begun the programme by next year.
 Maurice will have fixed the car by 6 o'clock.

IV. Insert the proper tense in the Passive Voice (to be built).

1. Our house ____ a few years ago.
2. At present a new house ____ just opposite us.
3. It ____ in a year.
4. Many new houses ____ all over the Soviet Union in the past few years.
5. When I arrived in Leningrad last year, I was greatly surprised to see that so many new houses ____ during my absence.
6. When we first saw this house, it ____ still ____.
7. Hundreds of new houses ____ by the end of this year.

V. Complete the sentences using one of these verbs in the correct form:
cause, damage, hold, include, invite, make, overtake, translate, write.

1. Many accidents ____ by dangerous driving.
2. Cheese ____ from milk.
3. The roof of the building ____ in a storm a few days ago.
4. There's no need to leave a tip. Service ____ in the bill.
5. You ____ to the wedding. Why didn't you go?
6. In the United States, elections for President ____ every four years.
7. Originally the book ____ in Spanish and a few years ago it ____ into English.
8. We were driving along quite fast but we ____ by lots of other cars.

VI. Most of these sentences contain one mistake. Correct it.

1. My neighbour is very proud of her new grandson who born last week.
2. I'm very fond of this old brooch because it was belonged to my grandmother.
3. My family live in Scotland but I was educated in France.

4. I'm afraid I can't lend you my camera. It's repairing this week.
5. The bridge was collapsed during the floods but fortunately no one was using it at the time.
6. If you aren't careful what you are doing with that hammer someone will hurt in a minute!
7. The word 'stupid' was in my report but it wasn't referred to you.
8. I'm sorry I'm late. I got held up in the traffic.
9. When did you discover that the money had been disappeared?
10. Children under the age of seven do not allow in this pool.

VII. Put the verbs in the correct form.

1. I've collected all the documents that (need) for the house sale. Can you take them to the lawyer's office to (sign)?
2. Look this is a secret. Come into the garden where we (not/overhear).
3. If you hadn't been so late for work, you (not/sack).
4. I was so worried about my garden while I was in hospital, but I have very good neighbours. When I got home I could see that the vegetables (water) every day and the grass (cut) regularly.
5. Can you come to the police station? The man who (suspect) of stealing your wallet (arrest), and (question) at the moment. The police hope he (identify), either by you or another witness.
6. We had hoped to see several famous paintings, but the gallery (re-organise) at the time of our visit and most of the really valuable works (move) for safe keeping.

Sometimes "get" is used instead of "be" in the passive:

There was a fight at the party but nobody got hurt.

I don't often get invited to parties.

"Get" is used to say that something happens to somebody or something, especially if this is unplanned or unexpected:

Our dog got run over by a car.

"Get" is used only when things happen or change. For example, "get" cannot be used in the sentence.

Jill is liked by everybody. (This is not a 'happening')

"Get" is used mainly in informal spoken English. "Be" can be used in all situations. A more gradually achieved result can be sometimes expressed by "become".

With the passage of time the furniture became covered in dust.

I. Complete the sentences. If possible, use a tense of the verb "get". Otherwise use the verb "be".

1. I never found that book we were looking for. It ____ lost when we moved house.
2. After the way he behaved last time he went to their house it's unlikely he ____ asked again.
3. Naturally this vase is expensive. After all, it ____ believed to be over three hundred years old.
4. I phoned to explain what had happened but I ____ cut off before I could finish.
5. There isn't any cheese left; I'm afraid it ____ eaten by the children.
6. He was a well-known expert on animal diseases and his opinion ____ greatly respected.
7. The competition is stiff and she'll be thrilled if her design ____ chosen.
8. The book ____ torn when the children started fighting over who should read it first.
9. Please don't touch anything on my desk. You ____ employed to answer the telephone, not to tidy the office.
10. She was quite friendly at first, then she ____ promoted and now she doesn't care about us any more.

Types of Passive Constructions

I. The most widely spread type of the passive is the construction the first element of which coincides with the direct object of the corresponding active construction.

Bill was hit by John.

John hit Bill.

Accordingly the change from active to the passive is made by using the object of the active verb as the subject of the passive. When changing an active construction into the passive use the same tense of the verb and the same articles with the nouns.

I haven't seen the boy lately.

The boy hasn't been seen lately.

I. Transform into the Passive Voice

1. Ann missed five lectures last term.
2. They have already shaken out the carpets.
3. Who dusted the furniture?
4. They sell books about adventures.
5. They did not show the film yesterday.
6. The little girl is crying, her mother is scolding her for her torn dress.
7. He had received the letter by the end of the month.
8. The writer will have published the book by next year.

9. Mum and Dad are cooking dinner and my sister and I are washing the floors.
10. Sue has already sliced the apples for the filling and now she is making the dough.

II. Translate into English.

1. Ниже на этой улице строится новый ресторан.
2. В твоей комнате ничего не трогали с тех пор, как тебя послали в командировку.
3. Вас когда-нибудь учили, как надо вести себя.
4. После того как со стола убрали, она прилегла отдохнуть.
5. Экзамены сданы, и мы можем наслаждаться жизнью.
6. Когда овощи будут нарезаны?
7. Посмотри! На скатерть пролили чай.
8. К нам присоединился Джон и мы отправились на реку.
9. В его исследовательской работе ему помогала жена.
10. Вечеринка была организована в прошлое воскресенье.

II. If a sentence has a verb followed by both direct object and indirect object it may be changed into the passive voice in two ways. Active constructions with the verbs "give, offer, show, tell, send, lend, teach, pay, promise, envy, read, write, etc." form two types of passive constructions.

My father gave me this watch. (active)

1) *I was given this watch by my father* (indirect passive)
(The indirect object becomes subject)

2) *This watch was given to me by my father* (direct passive)
(The direct object becomes subject)

The first passive construction of the two is more widely used. It has no equivalents in Russian. This construction is often used with phraseological units containing the above mentioned verbs. (Ex. to give - give a chance, give an opportunity, give a leave, give orders, give command, give a task, give shelter, give credit, give prominence, give notice, give an explanation, give a choice, give a post, give a rank, give a title)

He was given a three days' leave.

The second passive construction of the type is used when it is necessary to mention specially a person the action is directed to.

A job was offered to John.

I. Give the corresponding active constructions of the sentences.

1. The letter was sent by her three months ago.
2. All the debts will be paid by him in time.
3. Help has been promised to me by my friends.
4. Unfortunately the book had not been given to me by her before I began to get ready for the exam.
5. Surely the news will be told to you by them soon.
6. A plate of soup was offered to me by Mum at dinner.
7. A pretty sum of money is paid to him by her every month.
8. We were taught English Grammar by an elderly woman who was not interested in her subject.
9. He will be sent abroad by his boss next year.
10. Her money is envied by her relatives.
11. The flowers have been sent by your groom.
12. I haven't been shown the picture by them.

II. Transform the sentences into the passive voice. Give two variants.

1. She offered me a wide choice of dresses to choose from.
2. Mum always gives me a lot of instructions when I get down to cooking.
3. Liz offered me her help but I refused it.
4. Strange as it may seem but she told me a lie.
5. I gave my dress the final brush.
6. My friend had given me no advice how to act under such circumstances.
7. I'm sure Granny will promise me a sweater for my birthday.
8. My pal gave me a thrilling book last week.
9. The Dean gave me a reprimand for missing classes.
10. The shop-assistant has not shown me the blouse.

III. Translate into English. Give the other passive construction of the sentences.

1. Завтра мне дадут эту книгу.
2. Недавно ему показали статью.
3. Нам был обещан пирог с вишней.
4. Тебе не скажут правду никогда.
5. Им всегда предлагают чашку чая и кусок торта в этом месте.
6. Телеграмму уже послали?
7. Эта история была рассказана мне другом.
8. Тебе не одолжат там ни пенни.
9. Английский язык преподается нам англичанкой.
10. Сколько тебе заплатили за работу?

IV. Ask different types of questions.

1. The invitation will be sent to him tomorrow.
2. The money has not been paid to her yet.
3. A lie is never told to Mum by us.
4. He is envied his talent.
5. Jack was shown the house where his ancestors had lived.
6. I was offered a summer frock at the shop.

III. The first element (the subject) of the passive construction corresponds to the prepositional object of the active construction.

They arrived at the decision. (active prepositional)

The decision was arrived at. (passive)

Other passive constructions of the type may be:

The lawn wasn't walked over.

The statement is being widely commented on.

The film is much spoken about.

Has the doctor been sent for?

The following verbs taking a prepositional object are often used in the passive constructions of the type:

- account for
- agree to, on/upon
- arrive at (an agreement, a compromise, a conclusion, a decision)
- bring up
- call for, at, on
- comment on
- count on
- deal with
- depend on/upon
- grow up
- hear of
- insist on/upon
- interfere with
- laugh at
- listen to
- look at, after, for, down, on, up to, over, upon
- mistake for
- mock at
- pay for
- provide for
- put up with

- refer to
- rely on/upon
- run over
- send for
- speak about/of, to
- swear at, in
- talk about, over, to
- take for
- think of, over
- write about
- seek after
- walk over
- ask for
- believe in
- care for
- live on
- object to
- wait for

I. Transform into the passive voice.

1. When they came up to the reception-office, they saw that several patients were waiting for the doctor.
2. The students listened to the lecture with great interest.
3. The joke was so primitive that the audience didn't laugh at it.
4. My husband thinks that I am not a good housewife and he often mocks at me.
5. Before I found the key I had looked for it for a long time.
6. She looked through the hanging clothes for her grey suit.
7. They will send for a plumber as the sink is blocked up.
8. At last we arrived at a compromise and parted.
9. We don't care for sweets at all.
10. The girl has been looking after the twins for two days.
11. We haven't heard of your arrival.
12. I saw an accident in the street. A bus ran over a dog.
13. People seldom put up with rudeness.
14. Her make up was so extravagant that everybody looked at her in the street.
15. I don't like when you look upon me as a toy.
16. The teacher commented on the article and then we heard a bell.
17. Sandy dealt with vulgar people very reluctantly.
18. Do you ever allow pleasure to interfere with duty?
19. I think nobody has walked over the road.

20. The newspapers didn't write about the incident last week.
21. He did not pay for the ticket.

IV. The first element (the subject) of the passive construction corresponds to the prepositional object of the active construction with phraseological equivalents of verbs.

The boat was soon lost sight of. (prepositional object)

Her new dress was paid attention to.

The following phraseological units are often used in the passive constructions:

- take care of
- find fault with
- put an end to
- make fun of
- pay attention to
- take notice of
- lose sight of
- make a fool of
- make use of

I. Transform into the passive voice.

1. He took great care of his clothes and always put them straight on to hangers.
2. Surely, he'll pay attention to her smashing dress.
3. He never made fun of his girl-friend.
4. At last she put an end to this awful mess in her flat.
5. Mary is a sloven but she thinks that her mother finds faults with her.
6. Jane takes care of her old parents as they are helpless.
7. We had not taken notice of the changes in the time-table and so we were late for classes.
8. Ann is very absent-minded and her friends always make fun of her.
9. I don't know what has happened to Mabel. Unfortunately, I lost sight of her in the crowd.
10. I have never made use of your lecture-notes.
11. If Cindy accepts the invitation, they will make a fool of her.
12. She was short-sighted and didn't take notice of her neighbour in the cafe.

II. Give the corresponding passive construction and translate the sentence:

Model: Active - They sent for the doctor. Passive - The doctor was sent for.

1. They speak much about this film.
2. They always look at this picture.
3. They often laughed at Ann.

4. They seldom speak to the rector.
5. She is looking for her slippers everywhere.
6. The students listened to the record with great interest.
7. I shall look through these texts tomorrow.
8. He was glad that nobody took notice of his muddy shoes.
9. You should send the sick man to hospital. They will look after him much better there.
10. They pay great attention to their pronunciation and rate of speech.
11. They often make fun of him.

III. Answer the questions in the Past Indefinite Passive. Give grounds for your answer.

Model: Why did you send for the doctor yesterday?

He was sent for because the child had a fever.

1. Why did they look into the matter?
2. Why did they take any notice of her?
3. Why did they lose sight of the boat?
4. Why did they put an end to this sort of practice?
5. Why did he turn down your offer?
6. Why did you find fault with him?
7. Why did they take care of little Tom?
8. Why did he speak about the trip last night?
9. Why did they make fun of her?
10. Why did you refer to his book in your article?

V. Passive constructions may be used with modal verbs and their equivalents: must, may, can, should, ought to, be to, have to.

You must do the work.

The work must be done.

I. Put all types of questions to the following statements.

1. Your shoes must be taken to the shoemaker's immediately to be soled and heeled.
2. Salad of fresh vegetables can be made in no time.
3. The children may be allowed to go for a walk if they are warmly dressed.
4. A wide choice of textiles can be found at the Central Department Store.

II. What do these words mean? Use "it can..." or "it can't..." Use a dictionary if necessary.

If something is

- | | |
|------------------------|-----------------------|
| 1. washable, it can... | 2. unbreakable, it... |
| 3. edible... | 4. unusable |

- | | |
|-------------------|--------------|
| 5. invisible | 6. portable |
| 7. understandable | 8. drinkable |
| 9. eatable | 10. readable |

III. Change into Passive.

Model: a) You must do it at once.

It must be done at once.

b) He could pass this exam a week ago.

This exam could be passed a week ago.

1. You must leave your hats and coats in the cloak-room.
2. Can anyone mend this lock?
3. May I take the dinner things away?
4. You had to iron the dress for tonight.
5. They could build a better house.
6. Mustn't we put the dictionaries away?
7. No one can answer your question.
8. They may never invite you again.
9. Did you have to hand in the papers on Monday?
10. We could catch the 2.30 train if we hurried.
11. You must write the answers on one side of the paper only.
12. You may take my text-book for a couple of days.

IV. Answer the following questions using the Passive Voice with modal verbs.

1. We are at the grocery (butcher's, confectioner's, dairy, fruiterer's, bakery). What can be bought here?
2. You are at the dressmaker's (shoemaker's). What can you see here?
3. What must you do in the morning when you get up?
4. What did you have to do last Saturday?
5. What do you have to do if you suddenly fall ill?
6. If you want your dinner to be a success what must you do?
7. If you want your room look spick and span what must you do?
8. If your sister (brother) wants to look neat what must she (he) do?

V. Agree with the following and say what is to be done under the circumstances.

Model: - Your coat is quite dirty (to clean). - Yes, you are right (or I agree with you, or no doubt). It must be cleaned.

1. His TVset doesn't work. (to repair).
2. His hair is very long. (to cut).
3. Your room is in a mess. (to tidy up).
4. The flowers are quite dry. (to water).

5. Her dress is too long. (to shorten).
6. The floor is dirty. (to sweep).
7. The dog is hungry. (to feed).
8. The child is sleepy. (to put to bed).
9. He has no lectures. (to copy).
10. She hasn't a fashionable dress. (to buy).

VI. Complete these sentences with one of the following verbs (in the correct form): *carry, cause, do, make, repair, send, spend, wake up*. Sometimes you **need** *have (might have, could have)*.

1. The situation is serious. Something must ____ before it's too late.
2. I haven't received the letter. It might ____ to the wrong address.
3. A decision should ____ immediately.
4. I told the hotel receptionist that I was ____ at 6.30 the next morning.
5. Do you think that less money should ____ on armaments?
6. The road is in very bad condition. It should ____ a long time ago.
7. The injured man couldn't walk and had to ____.
8. It's not certain how the fire started but it might ____ by an electrical fault.

VII. Transform into the passive voice.

1. You must wash the dishes after meal.
2. They can take out this ink-stain from your dress at the dry cleaner's.
3. You should fix the washing-machine and wash the linen.
4. They may take the linen to the laundry after all.
5. We must wash the socks in mild soap and rinse in clear water after each wearing.
6. I can't burden my wife with my washing and ironing.
7. Children should help their parents about the house.
8. I can do the job in no time.
9. We should visit him in the hospital.
10. You must brush your suede shoes with a rubber brush.
11. I can't forget this thrilling film.
12. The teacher may allow you to stay away from classes.

VIII. Speak about a real householding.

a) Many things in your flat get on your nerves. Use the words "dusty, stuffy, greasy, old, shabby, broken, stained..." speaking about them. Add a sentence showing how to improve the situation using a modal verb and a verb from the box:

tidy (up), fix up, wash, soak, tint, sweep, dust,
air, vacuum, shake out, beat out, pile up,
make, throw away, water, iron, sew, buy, fix.

Model: The room is stuffy. It must be aired.

The curtains are old. The new ones can be bought.

b) Now everything is in order in your flat. Speak about it using the model:
Model: The air in the room is fresh. The room shouldn't be aired. The mixer works well. It needn't be fixed.

c) Make up a conversation with your partner about a householding using the constructions you have practised.

VI. The first element (the subject) of the passive construction corresponds to the adverbial modifier of place of the active construction. This construction is used with intransitive verbs, such as 'live, sleep'.

Oh, look, the bed hasn't been slept in... Where can he be?

The cottage looked as if it had never been lived in.

The construction is seldom used.

I. Translate into English.

1. В комнате не живут.
2. В постели давно уже не спали.
3. В этом доме будут жить?
4. В этой кровати будут спать?
5. В каких комнатах этого дома живут?
6. В спальне не спали больше месяца.

R E V I E W

I. Transform the sentences in the passive. Do not use 'by' unless it is important to the meaning

1. The company has cut all salaries.
2. The bank manager kept me waiting for half an hour.
3. Employers must pay all travel expenses for this training course.
4. Do you suppose your brother could have written such a letter?
5. They use a computer to do this job nowadays.
6. During the recession, the firm was making people redundant almost every week.
7. Nobody informed the police that there had been a mistake.

8. Where will your company send you next year?
9. The news about the famine distressed Josephine.
10. I've still got the camera because no one has claimed it.
11. Has anyone ever asked you for your opinion?
12. The children shouldn't have opened that parcel.
13. All visitors must wear identity badges.

II. Put the verbs into a suitable tense in the passive.

Mary has just arrived home from work. Neil is already there.

Mary: Hi! I'm back. Sorry I'm late.

Neil: Hello. What kept you?

Mary: I had to use the ring road and I (stick) in a traffic jam for forty minutes.

Neil: Why didn't you use the usual route?

Mary: Because the road (close) until work on the access road to the new hospital (complete).

Neil: When is it due to (finish)?

Mary: Well, the access road (open) by the Mayor next week, according to the newspaper, and the Health Minister (invite) to open the hospital on the same day, but they don't know yet whether she's definitely coming.

Neil: A lot of money (waste) if she doesn't come.

Mary: Why's that?

Neil: Haven't you seen all those rose bushes that (plant) round the hospital?

Mary: So? They'll be lovely for the patients.

Neil: But the patients won't be able to see them, because they are round the entrance, and the wards look out in the other direction. A lot of people protested about it, but all their complaints (ignore) until it was too late.

Mary: If they had money to spare, it (spend) on facilities for patients, not on making the front look pretty for the Minister.

Neil: Absolutely. It's typical of this local council. They (elect) to save money, but they do just the opposite.

Mary: Perhaps they (throw) out at the next election.

Neil: I hope so. Now, are you ready for supper?

III. Read this letter from Maurice, who is on holiday in Britain, to his sister Sally in New Zealand . Put the verbs in a suitable tense, active or passive.

Dear Sally,

How are you? We've been having a lovely time. We're being very well looked after by our hosts. We (take) sightseeing and we (introduce) to some of their friends, who (make) us feel very welcome. Last night we (show) round a castle, by the owner! Most of the land in this area (belong) to his family for

about five hundred years. Apparently, the land (give) to them after one of his ancestors (kill) while trying to save the king's life. Quite romantic, isn't it?

The castle itself was a little bit disappointing, to be absolutely honest. The owner told us that it (suffer) serious damage during a fire about thirty years ago. When it (restore) they (add) central heating and things like that. So once you're inside it (not feel) much different to any other large, old house. But the owner is a real character. He told us lots of stories about things that (happen) to him when he was young. He (send) abroad to work in a bank, but he hated it, so he (behave) very badly in order (to sack). He kept us laughing for hours. I hope he (invite) here before we leave. I'll have lots more to tell you when we get back. Take care.

Yours affectionately,
Maurice.

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PART III



REPORTED SPEECH

Direct and **indirect speech**, also **direct** and **reported speech** are terms for grammatical construction in which reports are made of something said, written or thought. Direct speech gives the exact words in the report, and in writing and print uses quotation marks.

QUOTING

We often report what people think or what they have said. In writing we may report their actual words in a quotation. Then we put single or double quotation marks at the beginning and end of a report of someone's exact spoken or written words. This is often referred to as *direct speech*.

'Sorry, I can't do it.'

"She's coming tonight."

If there is a reporting clause (e.g. *she said, exclaimed Ann*) after the quotation, you put a comma before the second quotation mark:

'I think he'll pass the exam,' said Minna.

If you are quoting a question or exclamation, you use a question mark or exclamation mark instead of a comma:

'May I use your pen?' asked John.

'Stop it!' shouted Mark.

If the reporting clause comes within the question, you put a comma before the second quotation mark of the first part of the quotation, a comma at the end of the reporting clause, and start the second part of the quotation with a lower case (not a capital) letter:

'I suppose you're right,' remarked Laura, 'but I can't help him.'

If the second part of the quotation is a new sentence you put a full stop at the end of the reporting clause, and start the second part of the quotation with a capital letter:

'You'd better go to the doctor,' advised Ann. 'You're looking seedy.'

If the reporting clause comes before the quotation, you put a comma at the end of the reporting clause, and a full stop (or question or exclamation mark) at the end of the question:

Mike said, 'Open the window, please.'

A colon is sometimes used at the end of the reporting clause instead of a comma:

He opened the door and shouted to me: 'Leave me alone!'

More commonly, especially in speech, we report in our words what people think or what they have said.

Indirect or **reported speech** is a form of utterance in which the words of the speaker are reported. When we report somebody's speech we can use sentences that have a *reporting clause* and a *reported clause*.

Compare:

direct: Ann said, 'I live in London.'

reported: Ann said that she lived in London.

The following changes took place when we converted direct speech into indirect:

I > she

live > lived

A wide range of verbs can be used to indicate the type of utterance or the way in which something is said (such as *to answer, to ask, to comment, to cry, to ejaculate, to enquire/inquire, to exclaim, to groan, to growl, to moan, to murmur, to mutter, to screech, to shout, to shriek, to smile, to whine, to yell* etc.) and an adverb may be added to evaluate the speaker's manner (such as *angrily, demurely, happily, mysteriously, radiantly, sadly, sweetly* etc.).

He answered that he was going to the park.

She muttered that she was ill.

Jack shouted angrily that he hated his step-father.

Exercise 1. Put the sentences which follow into reported speech and choose one of the reporting verbs below for each one

*explained admitted complained argued promised shouted
predicted expected*

1. 'You never lift a finger to help me!' His wife ...
2. 'I'll give you a hand with your homework this evening.' My father ...
3. 'I'm late because the bus broke down.' I ...

4. 'I'm afraid I've had an accident with your car.' My friend ...
5. 'John ought to go first because he is the youngest.' The teacher ...
6. 'I hate being told lies!' Mum ...
7. 'I bet Peter won't be on time.' She ...
8. 'Alan probably won't lend us his car.' They ...

THE TENSE IN THE REPORTING CLAUSE

When we use reported speech, the main verb of the sentence is usually past (I told her that.../Ann said that... etc.). The rest of the sentence is usually past too.

Lily said that she had a brother.

I told him that I was ill.

However, when we report current news, opinions, etc. we can use a present tense for the verb in the reporting clause.

The doctor says that the disease has been neglected.

We also prefer a present tense to report information that we have heard but don't know if it is true or not.

I hear you're looking for a job.

Lena says they're leaving for France.

We also report a general statement about what people say or think, or what is said by some authority.

Everyone says that it's quite safe to bathe here.

The law says that working people must pay taxes.

THE TENSE IN THE REPORTED CLAUSE

When the situation described in the reported clause is a permanent situation, or still exists or is relevant at the time we are reporting it then we use a present tense if we also use a present tense for the verb in the reporting clause.

Jill says that she works at St. Thomas's hospital.

However, when we use a past tense in the reporting clause we can use either a present or past or future tense in the reported clause.

He said that he is/was at work.

The teacher said we'll go to the lab after this class.

Choosing a present tense in the reported clause emphasizes that the situation being reported still exists or is still relevant when we report it.

If we want to show we are not sure what we are reporting is necessarily true, or that a situation may not still exist now, we prefer a *past* rather than a present tense.

*Maxim told me that he **has** an old car.* (= might suggest that this is the case)

*Maxim told me that he **had** an old car.* (= might suggest either that this is perhaps not true, or that he once had an old car but doesn't have an old car now)

When the situation described in the reported clause is in the past, when we are reporting it we use a past tense and the following changes in the tense forms take place.

Present Simple > Past Simple

Present Progressive > Past Progressive

Present Perfect > Past Perfect

Present Perfect Progressive > Past Perfect Progressive

Past Simple > Past Perfect

But it remains unchanged if the definite moment when the action took place is indicated.

She said she was born in 1985.

It also remains unchanged in subordinate clauses of time after the conjunctions *when*, *since*, *before* or may be changed into the Past Perfect Tense.

She said that she had made many friends since she came there. (since she had come there)

Past Progressive > unchanged or Past Perfect Progressive

Past Perfect > unchanged

Past Perfect Progressive > unchanged

Future Simple > Future Simple in the Past

Future Progressive > Future Progressive in the Past

Future Perfect > Future Perfect in the Past

Future Perfect Progressive > Future Perfect Progressive in the Past

SOME OTHER CHANGES

We also change some words if the action in the reported clause is in the past.

Now > then, at that moment

Here > there

Ago > before

This > that

These > those

Today > that day

Tonight > that night

Yesterday > on the previous day, the day before

Tomorrow > on the following day, the next day

Next week > the next week

Last week > the week before

Ago > before

Last... > the ... before

Next ... > the following ...

Exercise 2. Transform the sentences into reported speech making the necessary changes

1. Lena answered, "I haven't seen him since we finished school."
2. Ann said, "He is in hospital now."
3. Jack told me, "My parents left for Paris yesterday."
4. My friend remarked, "It's likely to rain tonight."
5. The patient added, "I had a high temperature some days ago."
6. Mum announced, "We're going to the country tomorrow."
7. The teacher explained to her pupils, "Next year you will learn French."
8. The customer regretted, "These shoes are too small for me."
9. The girl shouted, "I have never been here before."
10. The storyteller began his story saying, "A long, long time ago there lived a king."
11. Sue replied, "I've written the letter today."
12. Dad reminded, "Next week Aunt Diana is coming to visit us."
13. The boy said, "Last year I had a good mark in English."

MODAL VERBS IN REPORTED SPEECH

Present modal verbs normally change to past forms.

*He said he **might** join us later.*

*She said she **couldn't** come.*

Past modal verbs normally don't change.

*He **might** come. > He said he **might** come.*

The changes of modal verbs are summarised in the table:

<i>modal verbs in original</i>	<i>modal verbs in report</i>
could, would, should	could, would, should
might, ought to	might, ought to
will, can, may	would, could, might will, can, may (existing or future situations and present tense verb in reporting clause) will or would, can or could, may or might (existing or future situations and past tense verb in reporting clause)
shall	would, should (offers, suggestions etc.)
must (obligation)	must or had to
must (supposition)	must
mustn't (forbiddance)	mustn't

Exercise 3. Report what was said using an appropriate modal verb.

Give alternatives where possible

1. 'It's important for you to be at the theatre on time.' > She said that I ...
2. 'My advice is to look for a new job now.' > She said that ...
3. 'It's possible that I'll have to leave early' > She said ...
4. 'You should have used brighter wallpaper for the bedroom.' > She said ...
5. 'I'd recommend that you take the jumper back to the shop.' > She said ...
6. 'It's okay if you want to borrow my guitar.' > She said ...
7. 'Who shall I deliver the parcel to?' > He asked who he ...
8. 'The baby is crying. You must have woken her.' > He said ...
9. 'You cannot cross the street here.' > He said ...
10. 'What shall I do next?' > He asked ...

TYPES OF SENTENCES IN REPORTED SPEECH

1. Complex sentences with an object clause

The most commonly used in reported speech type of sentences is a complex sentence with an object clause with the conjunction *that*.

John said that the road was bad.

You can leave out *that*, particularly in informal speech after such reporting verbs as *to agree, to mention, to promise, to say, to think*. However, it is less likely to be left out after less common reporting verbs such as *to complain, to confide, to deny, to grumble, to speculate, to warn*; and also in formal writing; and after the verbs *to answer, to argue, to reply*.

Lily said she had a brother.

1) **Statements** are transformed into indirect speech with the help of object clauses.

I said to John that he had to work harder.

Reporting verbs often used in reported statements are *to say (to smb), to tell smb, to inform, to announce, to declare, to agree, to mention, to add, to reply, to remark, to promise, to protest, to complain, to think, to warn, to assume, to believe, to expect, to find, to presume, to assure, to convince, to remind, reassure, to admit, to advise, to explain etc.*

2) **Suggestions** are transformed into indirect speech using the reporting verb *to suggest (to smb)* and the verb *should* in the reported clause.

Let's go to a café. > She suggested (to them) that they should go to a café.

3) **Exclamatory sentences** are also transformed into indirect speech by means of an object clause. The reporting verb *to exclaim* is used in such sentences. Emphatic words *what* and *how* as well as *so* and *such* (before adjectives) are substituted by *very*.

What a nice day! > She exclaimed that it was a very nice day.

How pretty she is! > He exclaimed that she was very pretty.

They are so friendly! > I exclaimed that they were very friendly.

John is such a bright student! > She exclaimed that John was a very bright student.

There is also another variant of transforming exclamatory sentences into indirect speech.

'What a clever boy you are!' David told his son. > David told his son what a clever boy he was.

4) **General questions** are transformed into indirect speech by means of an object clause, but the reported clause is connected

to the reporting clause by means of the connective *if*. The word order in the reported clause is direct.

Did Ann receive my letter? > *I asked her if Ann had received my letter.*

Reporting verbs, which are used in reported questions, are *to ask*, *to wonder*, *to question*, *to be interested to know*.

The answers to general questions “Yes” and “No” are transformed into indirect by the expressions “to answer in the affirmative” and “to answer in the negative”.

5) **Special questions** are also transformed into indirect speech by means of an object clause, but they are connected to the reporting clause by means of the question word they begin with.

What do you want? > *She asked me what I wanted.*

Where has Tom gone? > *She asked me where Tom had gone.*

Exercise 4. Transform into reported speech using an object clause

1. ‘We’ll organize the Christmas party’ > They promised ...
2. ‘You’re right. I can’t remember where I’ve left the car.’ > He admitted ...
3. ‘We will turn back the invaders or die fighting.’ > The army leader vowed ...
4. ‘I’m pretty sure I’ll be finished by this evening.’ > He expects ...
5. ‘I can show you the way.’ > She said ...
6. ‘The grass needs cutting.’ > Father thinks ...
7. ‘When David comes back, he will tell us about his holiday.’ > Mum supposed ...
8. ‘Let’s go to the river.’ > My friend suggested ...
9. ‘We’re going to be a little late.’ > Jim told us ...
10. ‘What a silly mistake I’ve made!’ > The student exclaimed ...
11. ‘Where is the nearest telephone box?’ > The passer-by asked me ...
12. ‘Did you see any stranger near your house yesterday?’ > The policeman asked the woman ...
13. ‘Oh, I’m too hot!’ > She ...
14. ‘It’s true, we’re losing.’ > She confessed ...

2. Simple sentences

1) **Special questions** with the verb *to be* may be transformed into indirect speech not only by complex sentences with an object clause but also using simple sentences.

What’s your name? > *She asked my name.*

How old are you? > She asked about my age

What colour is your coat? > She asked me about the colour of my coat.

2) We can also use various reporting verbs such as to complain (to smb of or about smth), to explain (to smb), to greet smb, to thank smb, to offer smb smth, to treat smb to smth, to suggest smth, to agree, to refuse, to invite smb somewhere, showing the utterance as a speech act.

I have a headache. > She complained of a headache.

Good morning. > She greeted me.

*Help yourself to some cakes. > She offered me some cakes.
/She treated me to some cakes.*

Can you come to my birthday party tonight? > He invited me to his birthday party that night.

I wish I could, but I'm afraid I can't. > I refused politely.

I have a plan. > He suggested a plan.

3) After some reporting verbs we can use **infinitives**.

Most commonly used types of simple sentences with the infinitive are indirect orders and requests.

Open the door. > She told me to open the door.

Don't take my things. > She ordered me not to take her things.

In indirect orders such reporting verbs are used as to tell, to order, to command.

Give me your pen, please. > She asked me to give her my pen.

Will you do me a favour? > She asked me to do her a favour.

In indirect requests such reporting verbs as to ask, to beg, to plead are used.

Such verbs as *to agree, to refuse, to promise, to advise, to recommend, to offer* and some others may be used in simple sentences with infinitives.

4) After other verbs we may use – **ing forms** of the verbs. Such verbs are *to regret, to deny, to suggest*,

5) We can report **the idea or the topic in general**.

She told me about her holiday in Greece.

Exercise 5. Transform into indirect speech using infinitive

1. 'Would you like to come on a picnic with us?' > He invited us ...
2. 'If you don't give me a pay rise, I'll resign.' > He threatened his boss ...
3. 'Don't forget to go to the supermarket after work.' > He reminded me ...

4. 'Can you give me a lift to the station?' > She asked me ...
5. 'If you can't find anyone else, I'll drive you to the airport.' > He volunteered ...
6. 'I'll bring the cassette tomorrow.' > My friend promised ...
7. 'I'll call the doctor in.' > The neighbour offered ...
8. 'Okay, I'll wash the floor tonight.' > My sister agreed ...
9. 'You should take the job, Frank.' > She encouraged Frank ...
10. 'We'll take you to the town.' > They offered ...
11. 'I think I'll pass the exam.' > The boy hoped ...
12. 'May I see your identification before I let you into the house?' > I asked ...

Exercise 6. Transform into indirect speech using - ing form of the verbs

1. 'Why not drop in at a café?' > He suggested ...
2. 'We must close a number of primary schools.' > The government proposed ...
3. 'Use these books before the exam.' > The lecturer recommended ...
4. 'I haven't seen the criminal.' > The witness denied ...
5. 'You'd better marry Ann.' > The mother advised ...
6. 'I shouldn't have done it.' > Susan regretted ...
7. 'You should alter this dress.' > My friend suggested ...
8. 'You should keep to a diet.' > The doctor recommended ...

Exercise 7. Transform into indirect speech

1. 'I must know your decision soon.' > He ...
3. 'Stay away from me!' > He ...
4. 'Can I borrow your pencil?' > My friend ...
5. 'The subject of the holiday pay should be raised at the next meeting.' > He ...
6. 'We married in 1998.' > The man ...
7. 'Pam visited us last week.' > She ...
8. 'I didn't take the money.' > He ...
9. 'What a lovely house!' > The guest ...
10. 'Yes, I lied to the police.' > The woman ...
11. 'Who were you talking to when I saw you yesterday?' > She ...
12. 'May I leave the room?' > The student ...
13. 'You may take my book, if you need it.' > My friend ...

Exercise 8. Transform these short conversations into indirect speech

1. Ann: Is there any more typing paper?
Sue: Not that I know of.
2. Husband: What's the matter? You don't look too good.

Wife: I was frightened by a loud noise.

3. Man: Will this take very long? I have to get to a meeting at work.
Dentist: Well, you need to have your teeth cleaned and a cavity filled.
4. Lena: Is Tina going to work on the science project with us?
Jim: She prefers not to work on group projects.
5. Nick: Been working long?
Sarah: Not really. Only since last week.
6. John: Did Mel and Amy really prepare for the exam?
Lisa: Mel studied thoroughly for the exam, and Amy did too.

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SUPPLEMENT

Transform the direct speech in the following dialogues into the indirect speech

№ 1

A waiter quickly removed a 'Reserved' sign from a back table and another waiter put down a huge glass of beer before Brody had even had time to take his coat off.

"Here we go, honey," whispered Paul Morris. "Smile."

"I can't," Allison whispered back. "I'm too scared."

"Yes, you can and no, you're not," said Paul and led her to Jim Brody's table.

"Hi," said Brody, barely glancing at Allison as Paul introduced her. "Sit down."

Allison sat next to Paul Morris. He fools you, she thought, looking at Brody. He's so big and friendly-looking, like a Saint Bernard, except for his eyes. His eyes are cold and they see everything.

"Want a beer?" Brody asked.

"I'll have one," said Paul. "Miss MacKenzie doesn't drink."

How can he lie like that and still smile? wondered Allison, shocked, as she remembered the dry martini she had just had at the bar.

"How old are you?" asked Brody.

Before Allison could answer, Paul took a slip of paper from an inside pocket of his suit coat,

"I wrote down all the biographical stuff, Jim," he said, "Thought it might save time."

Brody took the paper and studied it. "Nineteen, hm-m?" he asked, glancing up at Allison.

For a moment she was speechless. She was twenty-three years old and was just opening her mouth to say so when Brody spoke again.

"You look even younger than that," he said. "Been writing long?"

"Ever since high school," she said.

"Ever sell anything?"

"Just short stories. To the magazines."

"What kind of stories?"

"Oh, you know. Just silly, frothy things for a lot of empty-headed women."

№ 2

"Don't see how anybody would set and write a whole book about some nigger marryin' up with a white girl."

“Don’t seem as though anybody could.”

“Well, Allison MacKenzie was always one for makin’ things up in her head.”

“Ayeh. Well, there are some who call it makin’ up and there are others who call it lyin’.”

“When you put it in a book and get paid for it, it isn’t lyin’. It’s makin’ up.”

“Same thing, if you ask me.”

“No, it isn’t. Writin’ is one of them that can be called creative arts.”

“Well, listen to him! Where’d you get fancy words like that?”

“Elsie Thorton, the schoolteacher, told ‘em to me. Says writin’ is like painting pictures and all like that.”

“Lyin’. Allison MacKenzie was always a little liar.”

“Doesn’t seem to me,” said Clayton Frazier, putting an end to the conversation, “that any of us got any business discussing books. No one of us has read one in thirty years.”

“Well, I’m going to read Allison’s.”

“Me, too.”

“Talk, talk, talk,” said Clayton.

Allison who had been listening to the conversation all that time smiled to herself and a young man in the seat across the aisle from her leaned forward and smiled back.

“Cigarette?” he asked.

Allison shook herself. “Oh,” she said. “No. Thank you.”

“Grand Central Station, next!” shouted the conductor. “Grand Central.”

Allison jumped up and got off.

№ 3

Now Heyward suggested, ‘Another reason for keeping board members informed is that this sad news about Ben is going to have tremendous impact. And it will travel quickly.’

‘No doubt of it,’ the Honourable Harold concurred. ‘Chances are, by tomorrow, the press will have heard and will be asking questions.’

‘Exactly. And the wrong kind of publicity could make depositors uneasy as well as depress the price of our stock.’

“Um”

Roscoe Heyward could sense wheels turning in his fellow director’s mind. The Austin Family Trust, which the Honourable Harold represented, held a big block of FMA shares.

Heyward prompted, ‘Of course, if the board takes energetic action to reassure shareholders and depositors, also the public generally, the entire effect could be negligible.’

“Except for the friends of Ben Rosselli,” Harold Austin reminded him dryly.

‘I was speaking entirely outside the framework of personal loss. My grief, I assure you, is as profound as anyone’s.’

‘Just what do you have in mind, Roscoe?’

‘In general, Harold - a continuity of authority. Specifically, there should be no vacancy in the office of chief executive, even for a day.’ Heyward continued, ‘With the greatest of respect to Ben, and not withstanding all our deep affection for him, this bank has been regarded for too long as a one-man institution. Of course, it hasn’t been that way for many years; no bank can achieve a place among the nation’s top twenty and still be individually run. But there are those, outside, who think it is.’

№ 4

‘When’s the last time you saw him?’

‘I don’t recall.’

‘Was it recently?’

‘I don’t recall.’

‘Would it have been in September sometime?’

‘I told you I don’t recall.’

‘Mr Yancy, we’d hate to have to bother all the people on this floor, just to find out when Dam, and paused. ‘Bothering people ascus was here last.’

‘That’s your job, isn’t it?’ Yancy said.

‘Our job right now,’ Kling said flatly, ‘is trying to locate the suspect in a murder case. That’s our job.’

‘Who got killed?’ Yancy asked.

‘Why should that matter to you?’ Carella said.

‘It doesn’t,’ Yancy answered, and shrugged.

‘Try to remember when you saw Damascus last, will you?’

‘After the summer sometime.’

‘At the beginning of September, then?’

‘I guess so.’

‘Have you seen him since?’

‘I am not even sure I’ve seen him then.’

‘Did you see him at all this month?’

‘No.’

‘Not at any time during the month of October, is that right?’

‘That’s right.’

‘But you did see him in September.’

‘Yeah, I guess so.’

‘Was he alone?’

“There was a woman with him.’

‘Do you know who she was?’
‘No.’
‘Had you ever seen her before?’
‘Once or twice.’
‘But you don’t know her name.’
‘No.’

№5

‘I spent the next hour,’ he went on, ‘trying to recall if there was anything in my bag which had my name on it. I decided there was nothing. I had forgotten about Lily’s letter, of course. I thought I had thrown it away. Even so, with her usual caution, I knew no names would be committed to the page. The next step was obvious.’

‘You stole the money.’
‘Let’s say I put it to good use.’
‘What do you mean, use?’

‘Let me go step by step. I had never been in a position before to risk enough to make any coup really conclusive. In view of the circles in which I moved, the amounts I could risk were derisive. So that even when I won, as I have more often than not, I never reaped the full benefits of my luck. Do you follow me, Grimes?’

‘Partially,’ I said.

‘For example, until now, I have never dared to play bridge at more than five cents a point.’

‘Mrs Sloane told me that you were playing with her husband at five cents a point.’

‘That was true. The first night. After that we went up to ten a point. Then to fifteen. Naturally since Sloane was losing rather heavily, he lied to his wife.’

‘How much?’

‘I’ll be frank with you. When I left St Moritz, I had Sloane’s check for twenty-seven thousand dollars in my wallet.’

№ 6

‘Hello,’ I said foolishly. ‘Hello, Bill, I thought you were in Zurich.’

‘I’ll bet you did.’ His voice was beginning to rise. ‘Where the hell is Flora?’ He switched on the overhead light, as though his wife might be lurking in the shadows.

‘She went to a party.’ I didn’t know whether I ought to get up or stay where I was.

‘Went to a party.’ He nodded grimly. ‘And what the hell are you doing in here?’

‘I forgot my key,’ I said, realizing as I said it how improbable the whole scene was. ‘I asked the maid to open the door to my room and I wasn’t looking...’

‘What’re you doing with my shoe?’ Each question was an arc on a constantly rising curve.

I looked at the shoe as though I had never seen it before. ‘I honestly don’t now,’ I said. I dropped it to the floor.

‘The watch,’ he said. The goddamn watch.’

I looked at it automatically. It was ten minutes past ten.

‘I know where you got that goddamn watch.’ There was no mistaking the menace in his tone now. ‘My wife. From my stupid, goddamn wife.’

‘It was ... well... a kind of private little joke.’

№ 7

Her voice was strained, barely more than a whisper. ‘I don’t know.’

‘Do you have friends there; relatives?’

‘No ... There is a distant cousin in Milan, but we have never seen him.’

‘Do your husband and the cousin correspond?’

‘No.’

‘Can you think of any reason why your husband would go to visit the cousin - suddenly?’

‘There is no reason.’

‘What is your husband's business?’

‘He is ... was ... a contractor.’

‘What kind of contractor?’

Slowly but perceptibly, Inez’s grasp of things was coming back. ‘He built buildings, houses, developments.’

‘You said “was”. Why isn’t he a contractor now?’

‘Things ... went wrong.’

‘You mean financially?’

‘Yes, but... why are you asking?’

‘Please believe me, Inez,’ Ordway said. ‘I’ve a good reason. It concerns your husband’s safety, as well as others. Will you take my word?’

She looked up. Her eyes met his. ‘All right.’

‘Is your husband in financial trouble now?’

She hesitated only briefly. ‘Yes.’

‘Bad trouble?’

Inez nodded slowly.

‘Is he in debt?’

Again a whisper. ‘Yes.’

‘Then where did he get money for his fare to Rome?’

№ 8

Mrs Quonsett selected a secretary-type woman in a beige suit, who didn't seem in a hurry. Mrs Quonsett crossed to her.

'Excuse me, I'm not feeling very well. I wonder if you'd help me,' The little old lady from San Diego fluttered her hands and closed and opened her eyes.

The younger woman was concerned at once. 'Of course I'll help. Would you like me to take you ...'

'No ... please.' Mrs Quonsett leaned against a washbasin, apparently for support. 'All I want is to send a message. There's a young man outside the door in airline uniform -Trans America. His name is Mr Coakley. Please tell him ... yes, I would like him to get a doctor after all.'

'I'll tell him. Will you be all right until I get back?'

Mrs Quonsett nodded. 'Yes, thank you. But you will come back ... and tell me.'

'Of course.'

Within less than a minute the younger woman had returned. 'He's sending for a doctor right away. Now, I think you should rest. Why don't...'

Mrs Quonsett stopped leaning on the basin. 'You mean he's already gone?'

'He went immediately.'

Now all she had to do, Mrs Quonsett thought, was get rid of this woman. She closed and opened her eyes again. 'I know it's asking a great deal... you've already been so good ... but my daughter is waiting for me by the main door, near United Air Lines.'

'You'd like me to get her for you ? Bring her here?'

Mrs Quonsett touched the lace handkerchief to her lips. 'I'd be so grateful, though really it's an imposition.'

№ 9

'Cheers,' Kling said.

'Cheers,' Anne said, 'do you have a girlfriend?'

Kling, who was already drinking, almost choked. 'What?' he cried.

'A girlfriend.'

'Yes,' he answered glumly, and nodded.

'Is that why you're so worried?'

'Who's worried?' he said.

'You shouldn't be,' Anne said. 'After all, this is only a business meeting.'

'That's right. I'm not worried at all,' Kling said.

'What's she like? Your girlfriend?' Anne said.

'Well, I'd much rather discuss the conversation you had with Mrs Leyden.'

'Are you engaged?'

‘Not officially.’
‘What does that mean?’
‘It means we plan on getting married someday. We simply haven’t set the date. Cindy’s still in school, and...’
‘Is that her name? Cindy?’
‘Yes. For Cynthia.’
‘And you say she’s still in school? How old is she?’
‘Twenty-three. She’s finishing her master’s this June.’
‘Oh.’
‘Yes, and she’ll be going on for her doctorate in the fall.’
‘Oh.’
‘Yes,’ Kling said.

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**TENSES
PASSIVE VOICE
REPORTED SPEECH**

Учебное пособие для развития
грамматических навыков студентов лингвистических
университетов и факультетов иностранных языков

Редакторы: Л.П. Шахрова
Н.И. Морозова

Лицензия ПД № 18-0062 от 20.12.2000

Подписано к печати			Формат 60 x 90 /16.
Печ.л.	Тираж	экз	Заказ
Цена договорная			

Типография НГЛУ им. Н.А. Добролюбова
603155, Н. Новгород, ул. Минина, 31а