

INSTRUCTION

- 1. Read the following chapters at home and attempt corresponding exercises** because these are very easy chapters and not much to add at this stage. The chapters are: **8,9,11,12,13.**
2. You may get your writings checked by parents or any other person nearby ready to help you.
3. Answers to grammar lessons will be provided later.
4. You should **keep compositions and comprehension passages ready for submission** when school reopens.

BEFORE WE START

Before we start discussion on this chapter we need to have some preparation. We must revise the following:

1. Verb forms --- namely **Simple Present, Simple Past and Past Participle**.
2. We must quickly revise **different tense forms** as tenses change in a regular pattern from direct to indirect speech.
3. We must know about **different kinds of sentences** as the kind of sentence a direct speech is decides the kind of changes to be made in indirect speech.

As your new text book on grammar does not provide a list of verbs with their Present, Past and Past Participle forms , I include one here. **LEARN THEM THOROUGHLY.**

Usually in grammar books this shown this way:

Present	Past	Past Participle
Go	went	gone
Rise	rose	risen

The same is shown in a slightly different way here. E.g.

Non-tense form	Tense Forms		Non-tense form
Present infinitive	Simple Present	Simple Past	Past Participle
To go	go, goes	went	gone

STEP 1

Non-tense form (meaning)	Tense Forms		Non-tense form
<i>Present infinitive</i>	Simple Present	Simple Past	<i>Past Participle</i>
to abide (to live, to obey)	abide, abides	abode	abode
to arise (to get up, to get to do)	arise, arises	arose	arisen
to awake	awake, awakes	awoke	awoke, awaken
to become (to be suitable)	become, becomes	became	become
to bear (to give birth to)	bear, bears	bore	born
to bear (to tolerate, to carry)	bear , bears	bore	borne
to bore (to drill a hole etc.,to disgust)	bore, bores	bored	bored
to beget (to give birth, to produce)	beget, begets	begot	begot , begotten
to begin	begin , begins	began	begun
to behold (to see, to look)	behold, beholds	beheld	beheld
to bereave (to mourn, to express grief)	bereave, bereaves	bereft	bereft
to beseech (to request)	beseech, beseeches	besought	besought
to bid (to order, to show or give)	bid, bids	bid, bade	bid, bidden
to beat (to strike, to defeat)	beat , beats	beat	beaten
to bite	bite , bites	bit	bitten
to bind	bind, binds	bound	bound
to bleed	bleed, bleeds	bled	bled
to breed	breed , breeds	bred	bred
to blow	blow , blows	blew	blown
to bring	bring , brings	brought	brought
to buy	buy , buys	bought	bought
to burn	burn , burns	burned, burnt	burned, burnt

to break	break , breaks	broke	broken
to build	build , builds	built	built
to burst	burst, bursts	burst	burst
to choose	choose, chooses	chose	chosen
to catch	catch , catches	caught	caught
to come	come, comes	came	come
to cling	cling, clings	clung	clung
to creep	creep, creeps	crept	crept
to cast (to throw)	cast , casts	cast	cast
to cost	cost , costs	cost	cost
to dare (to have courage)	dare, dares	durst, dared	durst, dared
to deal	deal , deals	dealt	dealt
to dig	dig, digs	dug, digged	dug, digged
to draw	draw , draws	drew	drawn
to dream	dream , dreams	dreamt, dreamed	dreamt, dreamed
to drive	drive , drives	drove	driven
to dwell	dwell, dwells	dwelt , dwelled	dwelt, dwelled
to eat	eat, eats	ate	eaten
to foil (to spoil)	foil, foils	foiled	foiled
to fail	fail, fails	failed	failed
to flail (to winnow)	flail, flails	flailed	flailed
to fall	fall , falls	fell	fallen
to fell (to cut down tree etc.)	fell , fells	felled	felled
to fill	fill , fills	filled	filled
to feel	feel , feels	felt	felt

to flee (to run away)	flee, flees	fled	fled
to fly	fly, flies	flew	flown
to fly (to make something fly)	fly, flies	flied, flew	flied, flown
to flow	flow, flows	flowed	flowed
to fight	fight, fights	fought	fought
to find	find, finds	found	found
to found (to establish)	found, founds	founded	founded
to feed	feed, feeds	fed	fed
to fade	fade, fades	faded	faded
to fling (to throw with force)	fling, flings	flung	flung
to forget	forget, forgets	forgot	forgotten
to forsake (to leave, to give up)	forsake, forsakes	forsook	forsaken
to freeze	freeze, freezes	froze	frozen
to get	get, gets	got	got
to give	give, gives	gave	given
to gird (to fix with band)	gird, girds	girt	girt
to grind (to crush, to powder)	grind, grinds	ground	ground
to ground (to land, to defeat)	ground, grounds	grounded	grounded
to grow	grow, grows	grew	grown
to hang (to suspend)	hang, hangs	hung	hung
to hang (to kill by hanging)	hang, hangs	hanged	hanged
to hear	hear, hears	heard	heard
to herd (to gather in a group)	herd, herds	herded	herded
to hide	hide, hides	hid	hidden
to have	have, has	had	had

to hit	hit , hits	hit	hit
to hold	hold , holds	held	held
to hurt	hurt , hurts	hurt	hurt
to keep	keep , keeps	kept	kept
to knit	knit, knits	knit	knit
to know	know, knows	knew	known
to kneel	kneel, kneels	knelt	knelt
to lay (to keep, to produce egg)	lay, lays	laid	laid
to lie (to rest)	lie, lies	lay	lain
to lie (to speak false)	lie, lies	lied	lied
to lead	lead , leads	led	led
to leap (to jump)	leap , leaps	leapt	leapt
to lean (to support against)	lean, leans	leaned	leaned
to leave	leave , leaves	left	left
to learn	learn, learns	learned, learnt	learned, learnt
to light	light , lights	lighted, lit	lighted, lit
to let	let, lets	let	let
to lose (loose is adjective)	lose, loses	lost	lost
to make	make , makes	made	made
to mean	mean, means	meant	meant
to meet	meet , meets	met	met
to mow (to trim grass)	mow, mows	mowed	mown
to melt (to dissolve)	melt, melts	melted	melted, molten
to pay	pay , pays	paid	paid
to put	put, puts	put	put

to prove	prove, proves	proved	proved, proven
to rend (to tear)	rend, rends	rent	rent
to rent (to hire)	rent, rents	rented	rented
to read	read , reads	read	read
to rid (to shake off, to escape)	rid, rids	rid	rid
to ride	ride , rides	rode	ridden
to ring	ring, rings	rang	rung
to ring (to form a circle)	ring, rings	ringed	ringed
to run	run , runs	ran	run
to see	see , sees	saw	seen
to saw (to cut with a saw)	saw, saws	sawed	sawed
to sew	sew, sews	sewed	sewn
to sow (to put seed in soil)	sow , sows	sowed	sown
to seek (to search)	seek, seeks	sought	sought
to sell	sell, sells	sold	sold
to sail (to steer a boat)	sail , sails	sailed	sailed
to soil (to dirty)	soil , soils	soiled	soiled
to shake	shake , shakes	shook	shaken
to send	send, sends	sent	sent
to shine	shine , shines	shone	shone
to show	show , shows	showed	shown
to set	set , sets	set	set
to shut	shut, shuts	shut	shut
to shed (to cover, to shelter)	shed , sheds	shed	shed

to shade (to give shadow)	shade, shades	shaded	shaded
to shrink (to contract, to wither)	shrink , shrinks	shrank	shrank
to sink	sink , sinks	sank	sunk, sunken
to shoe (to put shoe)	shoe , shoes	shod	shod
to sit	sit, sits	sat	sat
to seat (to put in a seat)	seat , seats	seated	seated
to speak	speak, speaks	spoke	spoken
to spread	spread , spreads	spread	spread
to sleep	sleep , sleeps	slept	slept
to slip	slip , slips	slipped	slipped
to slay (to kill)	slay, slays	slew	slain
to slide	slide , slides	slid	slid
to sling (to throw with catapult)	sling , slings	slung	slung
to slink (to avoid)	slink, slinks	slunk	slunk
to spin	spin , spins	spun	spun
to spit	spit , spits	spat	spat, spitten
to smite (to strike)	smite , smites	smote	smitten
to strike	strike , strikes	struck, striked	stricken, struck
to stick	stick, sticks	stuck	stuck
to spring (jump)	spring , springs	sprang	sprung
to smell	smell , smells	smelt, smelled	smelt, smelled
to stand	stand , stands	stood	stood
to steal	steal, steals	stole	stolen
to speed	speed , speeds	sped, speeded	sped, speeded
to spell	spell , spells	spelt, spelled	spelt, spelled

to spoil	spoil , spoils	spoilt, spoiled	spoilt, spoiled
to spill	spill , spills	spilt , spilled	spilt , spilled
to split	split , splits	split	split
to stick	stick, sticks	stuck	stuck
to sting	sting , stings	stung	stung
to stink	stink , stinks	stunk	stunk
to stride (to walk with long steps)	stride , strides	strode	stridden
to swear	swear , swears	swore	sworn
to sweep	sweep , sweeps	swept	swept
to swell	swell , swells	swelled	swollen
to swim	swim , swims	swam	swum
to swing	swing , swings	swang	swung
to take	take , takes	took	taken
to teach	teach, teaches	taught	taught
to tear	tear , tears	tore	torn
to tell	tell, tells	told	told
to think	think, thinks	thought	thought
to thrust	thrust , thrusts	thrust	thrust
to thrive	thrive, thrives	throve, thrived	throve, thrived
to tread (to walk)	tread , treads	trod	trodden
to throw	throw , throws	threw	thrown
to wake	wake , wakes	woke, waked	woken , waked
to weave	weave , weaves	wove	woven
to write	write , writes	wrote	written
to weep	weep, weeps	wept	wept

to wear	wear , wears	wore	worn
to wind (to turn keys etc.)	wind , winds	wound	wound
to wound (to injure)	wound , wounds	wounded	wounded
to win	win , wins	won	won
to wring	wring, wrings	wrung	wrung

Words in **red** are used only as **participle adjectives**. They are not used in perfect tenses.

E.g. The ice has **melted**. (NOT the ice has molten. *Has melted* makes present perfect tense).

But The **molten** ice is very unsteady. (*molten* here is an adjective of ice)

Words in **blue** are also used as **nouns**.

STEP 2

Let's take the verb *make* and show its forms in different tenses.

Direct Speech		In Indirect Speech	
<i>Tense</i>	<i>Form</i>	<i>Tense</i>	<i>Form</i>
Simple Present	make, makes	Simple Past	made
Simple Past	made	Past Perfect	had made
Simple Future	will/shall make		would make
Present Continuous	is/am/are making	Past Continuous	was/were making
Past Continuous	was/were making	Past Perfect Continuous	had been making
Future Continuous	Will/shall be making		would be making
Present Perfect	has/have made	Past Perfect	had made
Past Perfect	had made		no change
Future Perfect	will/shall have made		would have made
Present Perfect Continuous	has/have been making		had been making
Past Perfect Continuous	had been making		no change

LEARN THE TENSE FORMS SINCERELY AND REPLACE OTHER VERBS FOR PRACTICE.

STEP 3

As said earlier, it is necessary to know kinds of sentences because rules differ according to the kind. Let's have a brief survey.

Sentences can be of four kinds or types depending on the criteria –

FEELING EXPRESSED BY THE SPEAKER OR SPEAKER'S INTENTION.

Some grammars propose five kinds including Optative sentence. In modern grammars optative sentences are included in the exclamatory sentence.

1. If it is a **simple description or narration or statement** the sentence is called DECLARATIVE OR ASSERTIVE. E. g. *The man is a cricketer. It may rain soon.*
2. If the sentence is in a question form suggesting **inquiry, request, doubt, interrogation** etc. it is called INTERROGATIVE and it is always ends with interrogative sign (i.e. question mark). E. g. *Who are you? Is he strong?*

There are basically two types of interrogative sentences:

- (a) The ones beginning with auxiliary verbs,
 - (b) The ones beginning with question words (*i.e. who, what, where, how, why etc.*)
3. If the sentence expresses **command, order, request, prohibition, instruction, advice etc.** it is called IMPERATIVE. Usually it begins with a verb, or sometimes with an adverb. E.g.

Run fast. (instruction)

Read this book. (advice or instruction)

Do not shout.

Always be sincere.

Love your home.

Shoot the wolf.

Please write it for me.

4. If the sentence expresses the speaker's **wish, hope, blessing, wonder, grief, joy, astonishment etc.** it is known as EXCLAMATORY. E.g.

What a beautiful day!

May God help you.

May he rise in glory.

Before you try to change a direct speech into an indirect one you have to identify *what kind of sentence the speech in between inverted commas or quotes is.*

Remember a direct speech is not actually a single sentence. It is something like a sentence within sentence.

The boy said, "We are playing here."

These two parts are separately underlined. The part within quotes is your DIRECT SPEECH.

The boy said (that) they were playing there.

The blue part is the actual INDIRECT SPEECH as you have not reported the exact words uttered by the speaker.

(that) is kept in brackets as in modern English it is not often necessary to put it. You can very well drop it. **BUT when you write formal/ official things do not forget to retain it.** It means use of 'that' in indirect speech is more formal in nature.

Remember one more thing: When you change a direct speech into an indirect one, in most cases, it becomes a **complex sentence**. So in the example given above

The boy said (that) they were playing there.

is a complex sentence.

DIRECT TO INDIRECT SPEECH – *DECLARATIVE OR ASSERTIVE SENTENCE*

Look at the examples given below and notice the changes (marked red).

- | Direct | Indirect |
|---|---|
| 1. The visitor says , " <u>I shall visit the temple.</u> " | The visitor says (that) he will visit the temple. |
| 2. The visitor will say , " <u>I shall visit the temple.</u> " | The visitor will say he will visit the temple. |
| 3. The visitor said , " <u>I shall visit the temple.</u> " | The visitor said (that) he would visit the temple. |

The verbs in bold letter (**says, will say, said**) are outside the direct speeches (underlined). These verbs are called **reporting verbs**.

Notice the reporting verbs are in different tenses – 1. Present, 2. Future 3. Past.

Have you noticed the verb in indirect speech changes only in the third case (shall→would).

So we get the first rule:

All rules of tense change mentioned in STEP 2 are applicable only when the reporting verb is in some past tense, otherwise not. I have used **some past tense to mean** that it can be any form of past tense (i.e. simple past, past continuous, past perfect or past perfect continuous, or conditional past like *would say*).

The Second thing you must remember is change of personal pronouns in indirect speech according to the speaker and person spoken to. In above examples the speaker is third person singular number and so in indirect speeches **he** is used.

The third thing is that some words denoting time change in indirect speech. Here are some of them:

<i>Direct</i>	<i>Indirect</i>
Today	that day
Tomorrow	the next day, the following day
Yesterday	the day before, the previous day
Ago	before
The last time, night etc.	the previous night etc. or the night before etc.
Will, shall	would
Can	could

May	might
Has, have	had
Tonight	that night
Now	then
Here	there
This	that
These	those

NOW TURN TO YOUR BOOK AND TRY EXERCISES A, B, C (PAGES 138-141).

DIRECT TO INDIRECT SPEECH – *INTERROGATIVE SENTENCE*

When the direct speech is an interrogative sentence, we have to be more careful. Not only change of personal pronouns and change of tenses, some other things are to be considered. First look at the examples:

Direct The boy **said to** his father, “**Have you bought** a kite for **me**?”

Indirect The boy **asked** his father **if he had bought** a kite for **him**.

Notice : 1. ‘*Said to*’ is changed to ‘*asked*’. That is reporting verb is replaced with another verb expressing the meaning intended by the speaker. Other verbs that may replace ‘said to’ are:

Enquired (with), requested, suggested, rebuked, doubted etc.

For the time being you use ‘asked’ if you cannot decide which verb would be appropriate in indirect speech.

2. Just before the indirect speech **if** is added. The rule is – if the interrogative sentence begins with a verb , **if or whether** is to be added before the indirect speech.

3. The indirect speech ends not with question mark, but with full stop.

4. The indirect speech does not retain the question form. “Have you bought a kite for me?” is changed to statement order **he had bought a kite for him** (not *had he bought a kite for him*). This question order to statement order of words must be taken care of.

If you have forgot please study the two orders written below.

Statement order of words: **subject – verb – object – others**

He wants a book from you.

She left a note for us.

Question order of words : **auxiliary verb – subject – main verb – object – others ?**

Does he want a book from you?

Are they planning a tour for children?

OR question word - auxiliary verb – subject – main verb – object – others?

When did she leave a note ?

How do you know the story?

Here is a **tip** for you to be correct in your response.

Direct: The girl said to the man, “**Can you show me the way to the market?**”

1st step *The girl asked the man if (you can show me the way).*

2nd step *The girl asked the man if **he could show her the way.***

In the first step change the question into a statement.

In the second step make changes in the tense of the verb, pronoun etc. Another example:

Direct: Father said to the girl, “**Do you know the house?**”

1st step *Father asked the girl if (she do know the house). ‘do know’ shows Simple Present Tense and so it changes to ‘knew’ (not did know).*

2nd step *Father asked the girl if **she knew the house.***

While practicing you may write the two steps. **Your answer is 2nd step.** You should drop or strike off the 1st step, as it is a rough just as you do in mathematics.

Earlier we said about another type of interrogative sentences beginning with question words (who, what etc.). If the direct speech begins with a question word, **do not add 'if'. Make necessary changes after the question word according to the rules mentioned above.**

Examples: The man said to the boy, "What do you want?"

The man asked the boy what he wanted.

The lady said to the man in the counter, "When did the night service start?"

The lady asked the man in the counter when the night service had started.

NOW TRY EXERCISES D AND E FROM THE BOOK. (PAGE 142)

DIRECT TO INDIRECT SPEECH --- IMPERATIVE SENTENCE.

Imperative sentences may begin

1. With a verb : e.g. **Run** to the field.
2. With an auxiliary verb: e.g. **Do** not run.
3. Sometimes with other words : e.g. **Please** listen to me.

Let the children play here.

If the speech begins with a verb like 1, add to before it and make necessary changes in persons, time etc. Change of tenses (mentioned in STEP 2) does not apply here. E.g.

The teacher said to the students, "**Run** to the field."

*The teacher **told** the students **to run** to the field.*

If there is negative, use **not to** before the main verb and drop the auxiliary. E. g.

The teacher said to the children, “**Do not** run.”

*The teacher **told** the students **not to run**.*

One more point you should keep in your mind. The reporting verb is replaced with

told, instructed, advised, suggested, ordered, commanded, requested, asked etc.

according to the meaning expressed by the speaker.

Imperative sentence type 3 (i.e. beginning with **please** or **let** will not be discussed now.

YOU MAY TRY EXERCISES F TO J NOW.

FOR EXCLAMATORY SENTENCES REFER TO PAGE 143 OF YOUR BOOK.

