



Worksheet 1

A. Read the sentences given below.

Ruchi **is** quite fond of reading books. Every night she **reads** for at least twenty minutes before going to bed. At times, she **narrates** these stories to her younger sister. *Swami and Friends* by R.K. Narayan **is** Ruchi's favourite book. However, these days she **is reading** *Malgudi Days*.



The verbs in bold in the above sentences talk about the present, though in different forms.

Remember

- 'Is' is the **Simple Present Tense** of the verb 'be'.
- 'Be' is used as—
I am He/She/It is We/You/They are

Look at the following table.

Verbs Expressing the Present	
Simple Present [verb + s/es]	Present Continuous [is/am/are + ing form of the verb]
1. To talk about habits, routines or actions that are done repeatedly. e.g. Shruti goes for her judo classes every evening.	1. To talk about an action going on at the time of speaking. e.g. Shruti is going for her judo classes.
2. To talk about scientific or universal truths. e.g. A plant needs air, water and soil to grow.	2. To talk about actions going on these days [and not just at the time of speaking]. e.g. Tarun is learning computers these days.
3. To advise, request and order (imperative sentences). e.g. See a doctor at the earliest. Open the book and read the poem.	

B. Rewrite the following passage using the simple present tense of the verbs given in the brackets.

Yoga _____ (be) a great stress buster. It _____ (help) in improving concentration. It not only _____ (ensure) discipline but also _____ (teach) how to handle stress levels. It _____ (train) us to channelise surplus energy in a positive manner. Yoga _____ (act) as a magic healer. It _____ (unravel) many hidden qualities that we _____ (possess).

C. Imagine yourself to be a T.V. news reporter. You have been asked to cover a live festival programme going on in the city. Given below is a picture of the festival. Observe the picture and write what various people are doing. One example has been done for you.



Welcome to the live telecast of the City Carnival. On your screen you can see the live coverage of the festival. The Mayor **is delivering** his speech and his body guards **are keeping** an eye on the crowd. _____

Remember

Present Continuous Tense is used to talk about things that are happening now (at the time of speaking).

Worksheet 2

Simple Present or Present Continuous

A. Read the following.

1. I go to the library every weekend.
2. I am going to the library.

Sentence 1 talks about a habitual action whereas Sentence 2 describes an action happening at the time of speaking.

Read this example.

Seema **waters** her plants every evening.
(habitual action/routine)

However, today she **is watering** them in the morning as she has to go out in the evening (action happening now, at the time of speaking).



Remember

Simple Present Tense is used to describe routine/habitual actions/actions that are happening all the time and not particularly at the time of speaking whereas **Present Continuous Tense** is used to describe actions happening now, at the time of speaking.

B. Read the passages given below and fill in the blanks with the correct form of the verbs (either simple present or present continuous).

1. Tanvi and Dhaarna are sitting (sit) very quietly in their room. Usually when they are alone, they _____ (make) a lot of mischief, but today they _____ (wait) patiently for their mother, who has

promised to take them for fun rides in the evening. Tanvi _____ (collect) her books and _____ (arrange) them properly. Dhaarna _____ (keep) her toys in the rack. She usually _____ (like) to keep them on her bed. Tanvi, too, _____ (prefer) to keep her books on her table but today she _____ (arrange) them on her bookshelf.



2. Mohit _____ (go) for a morning walk daily. He _____ (get) up at 5.30 a.m. and _____ (go) for a brisk walk in a park nearby. He _____ (come) back at 6.30 and _____ (leave) for his school at 7.30. Today he _____ (not feel) well, so he _____ (think) of reading a book instead of going for his daily walk.



Worksheet 3

Non-action Verbs

A. Read the sentences given below and tick (✓) the grammatically correct ones. Give a reason for your choice.

1. I like this dress.

I am liking this dress.

2. Ravi is wanting to talk with you.

Ravi wants to talk with you.

3. The room freshener smells good.
The room freshner is smelling good.

4. He knows your dad.
He is knowing your dad.

5. She owns that house.
She is owning that house.

6. I hear some noises from the room.
I am hearing some noises from the room.



Remember

- **Non-action Verbs**, i.e. verbs that do not describe 'an action' are not (or rarely) used in the continuous tense.

For example:

This soup is tasting sour. X

This soup tastes sour. ✓

- Words, such as 'like', 'want', 'smell', 'know', 'own', etc., are **non-action verbs**.

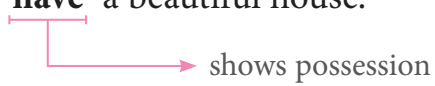

The table below gives common non-action verbs.

Non-action Verbs			
Verbs of Senses	Verbs of Feelings/ Emotions	Verbs of Mental States	Verbs of Possession
<ul style="list-style-type: none"> • see • hear • taste • smell 	<ul style="list-style-type: none"> • like • love/hate • feel • want/desire • fear • respect 	<ul style="list-style-type: none"> • know • understand • agree/disagree • believe • doubt/trust • think • suppose • remember 	<ul style="list-style-type: none"> • own • possess • belong • contain

B. Fill in the blanks with the correct forms of the verbs (simple present or present continuous).

1. Tanmay _____ (collect) a lot of dry leaves. It is his hobby.
2. Tanmay _____ (collect) a lot of dry leaves these days. He has to prepare a Botany project.
3. Hotels in Goa are usually quite expensive. But now they _____ (slash) their rates because of recession.
4. Software engineers usually _____ (work) for eight hours a day. But on account of the current economic slowdown, they (work) for over twelve hours a day.
5. Dhruv _____ (own) this beautiful pencil box.
6. You _____ (look) fit these days. _____ you _____ (go) to aerobic classes?
7. No, I _____ (not go) to any aerobic classes. I just _____ (go) for a morning walk regularly.
8. Is Maanya ready for the school?
No, she _____ (have) her bath.

C. Read the following sentences.

1. They **have** a beautiful house.

2. They **are having** lunch.




Some verbs can be used as both action and non-action verbs. In Sentence 1, 'have' shows possession and is, therefore, used as a '**non-action verb**'. In Sentence 2, 'are having' suggests that an action is happening, so here, 'have' is an '**action verb**'.

A few more verbs that can be used as both action and non-action verbs are given below. Use them in sentences of your own in both the ways.

1. think

• _____ (action)

• _____ (non-action)

2. feel

• _____ (action)

• _____ (non-action)

3. taste

• _____ (action)

• _____ (non-action)

4. smell

• _____ (action)

• _____ (non-action)



Worksheet 4

Read the sentences given below.

I **missed** my bus and **reached** the office late.
My boss **was fuming** with anger. He **had**
already **assigned** my work to a colleague.

The verbs in bold in the above sentences
talk about the past.



Look at the table given on the next page.

Verbs Expressing the Past					
Simple Past	Past Continuous	Past Perfect	Present Perfect	Present Perfect Continuous	Past Perfect Continuous
(past tense of the verb) (prayed, wrote)	(was/were + ing form of the verbs) (was/were praying, was/were writing)	(had + past participle form of the verb) (had prayed, had written)	(has/have + past participle form of the verb) (has/have prayed, has/have written)	(has/have + been + ing form of the verb) (has/have been praying, has/have been writing)	(had + been + ing form of the verb) (had been praying, had been writing)
<p>1. To talk about an action that took place at some point in the past.</p> <p>e.g. I bought this dress yesterday.</p> <p>2. To talk about a past habit.</p> <p>e.g. He went to the church every Sunday.</p>	<p>1. To talk about an action that was going on at some point in the past.</p> <p>e.g. The teacher was checking the notebooks.</p> <p>2. To talk about a frequently repeated past action.</p> <p>e.g. She was always complaining about the system.</p> <p>3. To express the gradual development of an action.</p> <p>e.g. The listeners were becoming impatient.</p>	<p>1. To talk about an action already completed before a certain point in the past.</p> <p>e.g. He had learnt his lesson before the eighth period.</p>	<p>1. To talk about an action just completed.</p> <p>e.g. I have talked to the Principal.</p> <p>2. To talk about an action that happened in the past but whose effect can be felt at the moment of speaking.</p> <p>e.g. I have read all these books (So I need not read them now.)</p>	<p>1. To talk about an action that began in the past, is continuing at the time of speaking and will extend into the future. [We use 'since', 'for' with this tense].</p> <p>e.g. Riya has been playing for two hours now. Ishu has been staying in Delhi since 2010.</p>	<p>1. To talk about an action that began before a specific moment in the past, had continued up to that moment and was still in progress.</p> <p>e.g. My teacher had been teaching for nearly half an hour when I reached the class.</p>



Worksheet 5

A. Fill in the blanks with the simple past tense of the verbs given in the brackets.

Long ago, there _____ (be) a forest full of trees laden with ripe, juicy guavas, mangoes, apples and pears. But the birds who _____ (live) there were unhappy. They _____ (want) to eat grains. One morning, the birds _____ (see) lots of grains scattered on the ground. They _____ (sit) down to eat the grains. Suddenly, two bird catchers _____ (rush) out from the nearby bushes and _____ (throw) a huge net on the birds feeding on grains.

Remember

Simple Past is used to express an action that happened in the past.

B. Fill in the blanks with the past continuous tense of the verbs given in the brackets.

1. It _____ (rain) heavily and Manan _____ (sneeze) continuously. Mother _____ (make) herbal tea for him. I _____ (try) to concentrate on my work but Manan's loud sneezing _____ (disturb) me.
2. As a child, Smriti _____ always _____ (complain) about one thing or the other.
3. The day _____ (get) brighter and Shruti _____ still _____ (sleep) in her bed. She _____ in fact _____ (snore).
4. The minister _____ (deliver) his speech, but people _____ hardly _____ (listen). Some of them _____ (talk) to one another while others _____ simply _____ (enjoy) a quick nap. Clearly, the speech was not interesting at all.

Remember

Past Continuous Tense is used to talk about actions that were in progress at a point of time in the past.

6. Jyoti _____ (fracture) her hand while she _____ (holiday) in Jaipur.
7. I _____ (see) the Eiffel Tower when I _____ (stay) in Paris.
8. When the Principal _____ (come) into the class, everybody _____ (make) mischief. The girls _____ (sing) songs loudly and the boys _____ (make) paper balls.



Worksheet 7

Fill in the blanks with the present perfect tense of the verbs given in the brackets.

1. My parents _____ (agree) to send me to the picnic.
2. The teacher _____ (call) my parents for a meeting.
3. Vikram _____ (get) a new computer. He can work much faster now.
4. Rahul _____ (fall) from the stairs. We must take him to a doctor.
5. Prices of the basic commodities _____ (rise) sharply over the last two months. Although the government _____ (take) a lot of measures to control the situation, people do not look satisfied.
6. _____ you _____ (find) your mobile phone?
No. _____ you _____ (see) it anywhere?
7. I _____ (finish) my homework. Now can I come with you to the mall?
8. I _____ (stay) in this hotel twice. It has really nice rooms.

Remember

Present Perfect Tense is used to express–

- an action recently completed.
- an action that was completed in the past but whose effect can be felt at the time of speaking.



Simple Past or Present Perfect

A. Read the following.

1. I **called** the plumber to fix the leaking water pipe.
2. I **have called** the plumber to fix the leaking pipe.
He may arrive any moment.



Sentence 1 talks about an action in the past that has no connection with the present.

Sentence 2 talks about a past action that is linked with the present.

(action – have called the plumber) (connection with the present – he may arrive any moment)

Remember

If a past action has a link with the present, we use **Present Perfect**. If a past action has no link with the present, we use **Simple Past**. Also remember that we do not use any past time reference, such as 'yesterday', 'last week', etc., with **Present Perfect Tense**.

B. Some verbs in the sentences given below have been used in wrong forms. Underline them and write the correct forms. One has been done for you.

1. I have met him yesterday.

I met him yesterday.

2. I knew him since his childhood.

3. Various new inventions and discoveries by our scientists made our lives extremely comfortable.

4. The Delhi metro made commuting a comfortable experience for the people.

5. Dr Laennec of France has invented the stethoscope in 1816.

6. The invention of the stethoscope has actually happened accidentally.

7. The state government built 7 new fly-overs recently to tackle the increasing traffic. The officials hope these will save at least 30 minutes of travel time.

C. Fill in the blanks with either simple past or present perfect tense of the verbs given in the brackets.

BREAKING NEWS

1. The famous industrialist Mr Kapoor _____ (donate) ₹ 50 lakh to an orphanage. Mr Kapoor _____ (hand) over the cheque to the Manager of the orphanage this morning. Mr Kapoor _____ (made) many such donations in the past.

2. Mr Sharma of Delhi _____ (become) the first person to walk through the entire nation on foot. It _____ (take) him four years to complete this feat.

3. The government _____ (declared) Monday a public holiday on account of the sudden demise of the minister. The minister _____ (die) of a heart attack.



Worksheet 9

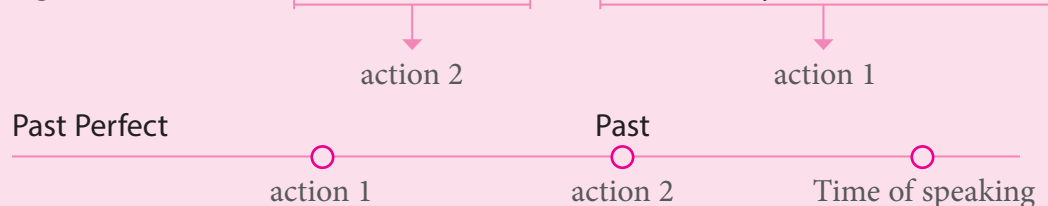
Complete the following using the past perfect tense of the verbs given in the brackets.

I _____ (promise) my baby sister that I would take her to the Children's Park if she behaved nicely throughout the day. When I reached back in the evening, I was pleasantly surprised to see that my sister _____ (cleaned) her room perfectly. She _____ (put) her books in the bookrack. She _____ (change) the bedsheet. She _____ (finish) her homework and _____ even _____ (learn) her science lesson. Mother told me that she _____ (help) in the kitchen too. I was impressed. Since she _____ (keep) her word, I decided to keep my promise too.

Remember

Past Perfect Tense is used to talk about an action completed before a given moment in the past.

e.g. When **I reached home**, she **had already cleaned the room**.



Worksheet 10

Simple Past or Past Perfect

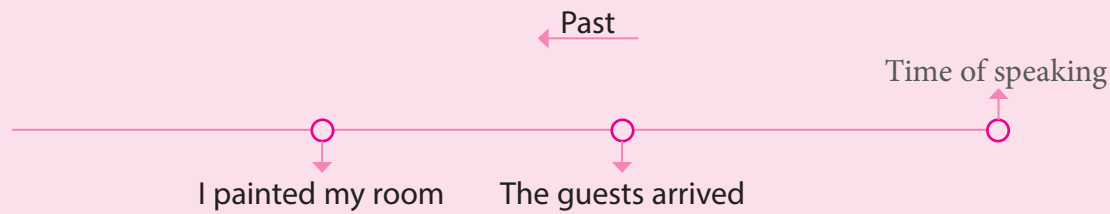
A. Read the following.

- I **ainted** my room.
- I **had ainted** my room before **the guests arrived**.



Remember

We use **Simple Past** to express an action that happened in the past. We use **Past Perfect** when one past action was completed before another past action.



- B. Complete the following story using either simple past or past perfect tense of the verbs given in the brackets.

Brave Chunni

Chunni was a very clever girl who always _____ (study) hard and _____ (obey) her elders. One day, when her mother _____ (go) to the market, Chunni _____ (sit) down to do her homework. Suddenly, she _____ (smell) smoke. When she _____ (look) out of the window, she _____ (see) that there was a fire in her friend's house. Her friend's family _____ (go) out of station. Chunni _____ (think) fast. She _____ (remember) that her teacher _____ (teach) her a lesson on useful services, such as the police station, fire brigade, hospital, etc. She _____ (know) the phone number of the fire brigade well because her daddy _____ (make) her remember these numbers. Chunni quickly _____ (call) the fire station and _____ (request) for help. The fire engine _____ (arrive) quickly and put off the fire. Everybody in the neighbourhood _____ (praise) Chunni.



Worksheet 11

- A. Read the following.

1. We **have been waiting** for the bus **for** two hours now. Why has the bus not reached yet?
2. Rohit **has been looking** for a job since January.



Remember

Present Perfect Continuous Tense is used to express an action that began in the past, is in progress at the time of speaking and will continue for some time in the future (or has just ended).

B. Observe your friends around you. Now write a few things that they have been doing.

1. *Tina has been talking to Rakhi since the first period.*
2. _____
3. _____
4. _____
5. _____
6. _____

Worksheet 12

Present Continuous or Present Perfect Continuous

A. Read the following sentences.

1. Manasvi is **dancing**.
2. Manasvi **has been dancing** for over one hour now.

In Sentence 1, the emphasis is on the present aspect of the action.

In Sentence 2, the emphasis is on the period/duration for which the action has been in progress.



Remember

We use–

- **Present Continuous** to talk about an action going on at the moment of speaking.
- **Present Perfect Continuous** when we want to mention when an action started or how long it has been in progress.

B. Complete the following with either present continuous or present perfect continuous forms of the verbs given in the brackets.

1. He _____ (write) a book these days.
He _____ (write) it for over a year now.
2. Please go inside the Manager's office.
He _____ (wait) for you since morning.
3. Social evils, such as child marriage and dowry system, _____
_____ (harm) our country for centuries.
4. They _____ (live) here since 2004.
5. The tenant who _____ (live) here these days is a
journalist.
6. The company _____ (win) this trophy every year since
2011.
7. The company _____ (compete) for this trophy for the
third consecutive time.
8. I _____ (play) a lot of chess these days.
9. Deepa _____ (prepare) for her recitation competition.
She _____ (rehearse) for more than three hours.
10. She _____ (work) with this company since January.
She _____ (work) as a Senior Software Engineer.

Talking about Future

It's vacation time!

Read what these people have to say about their plans for summer vacation.

-
- I am going to Manali in this summer break. It will be cold there and we might get to see some snow near the Rohtang Pass.
-
-



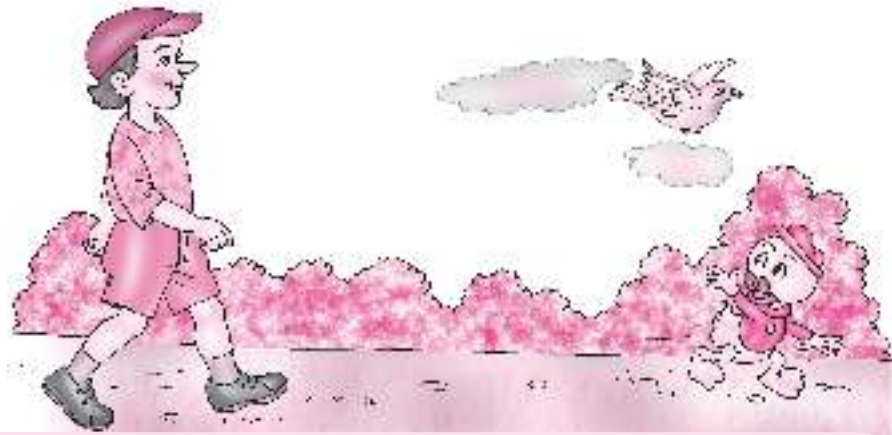
-
- Our plan is to visit Rishikesh. From there, we go to Haridwar and then proceed to Dehradun and Mussoorie.
-
-

-
- I will stay in Delhi at my uncle's place. I will visit the National Museum and will enjoy a ride in the Metro train.
-
-



Discuss with your friends your plans for vacation. You may use the following expressions.

- I will
- I am going to
- I plan to



Remember

We can talk about future in different ways.

e.g. **Present Simple** — We go to

Present Continuous — I am going

Will/Shall — I will/shall



Worksheet 14

Read the passage given below where a person is trying to convince a bank manager to lend him some money for his food joint. Complete the passage by filling the blanks with appropriate future time forms.

You see, sir, I am going to open a food joint in the city. But it _____ (take) me a lot of money to start it. I _____ (buy) a piece of land and construct it. Then I _____ (get) it furnished. Further, I _____ (need) some chefs and waiters. It _____ (be) a huge investment. Can you please help me by providing me with some loan? I _____ (pay) it back in instalments. I am sure this food joint _____ (be) a huge success.

It _____ (have) Italian and Continental food on its menu, which _____ (attract) the younger generation. It _____ (be) one of its kind in the city. I _____ (feel) obliged if you could sanction me a loan of fifty lakh rupees for this purpose.



Worksheet 15

Future Continuous

Be a Fortune Teller!

Just predict what the following people will be doing in near future and become a successful fortune teller! One example has been done for you.

Maria (a typist) — Maria will be typing official letters.

Tom (a cook) — _____

Mr Kingsley (C.E.O.) — _____

Harry (Computer Engineer) — _____

Martha (a doctor) — _____

Lenin (a student) — _____



Remember

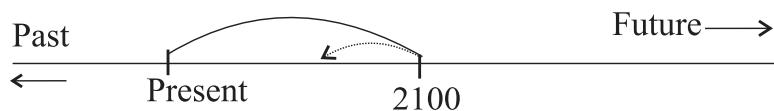
Future Continuous deals with actions that will be going on at some point of time in future.

Worksheet 16

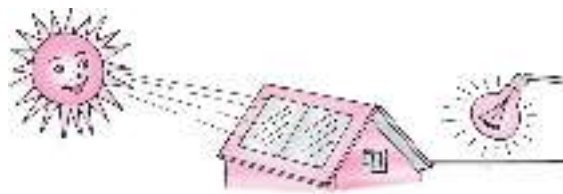
Future Perfect Tense

Read the following prediction.

By the year 2100, solar power **will have replaced** electricity generated by water and clothes made of metal will have replaced clothes made of fibre and cotton.



Solar power
will have
replaced electricity
generated by water.



What changes do you think will have come in the following? One example has been done for you.

• Buses : *I think buses will have stopped plying on the roads. Public air service will have taken their place.*

• Roads : _____

- Houses : _____

- Schools : _____

- Books : _____

- Traffic signals : _____

Remember

Future Perfect Tense is used to talk about an action that will have been completed by a certain future time.

DO IT YOURSELF

(Integrated)

A Detective's Diary

1. Given below is a diary entry of a detective who is trying to solve a murder mystery. Read the diary entry and complete it by filling the blanks with correct forms of verbs.

Thursday, June 3

11:30 p.m.

It's a case of murder. The motive _____ (seem) to be something more than just robbery. When I _____ (reach) the scene, the police already _____ (start) investigating. Two constables _____ (examine) the furniture and other articles of the house very carefully. They obviously _____ (look) for some

fingerprints which _____ (give) them a lead in the case. One constable _____ (take) pictures of the scene and another one _____ (collect) blood samples for testing. I _____ (decide) to examine things in a different way. I _____ (go) to the room and _____ (examine) the chair where Mr XYZ was found dead. The murderer _____ (attack) him from the back with a knife. At that time Mr XYZ _____ (read) a book. The police _____ already _____ (recover) the knife from the room. The murderer _____ (clean) it thoroughly and _____ (place) it under the pillow. I _____ (think) he _____ (look) for some important papers and not just money as he _____ (disturb) the bookrack and _____ (throw) all the files on the floor. What _____ (make) the case most interesting is the fact that the door _____ (lock) from inside and there were no fingerprints at all!



2. Complete the following by filling in the appropriate tenses of the verbs given in the brackets.

Surabhi was the divine cow of the *devas* and she _____ (live) in heaven. One day Indra _____ (find) Surabhi crying. He _____ (go) to her and _____ (ask) affectionately, 'Why _____ you (cry), my dear Surabhi?' Surabhi _____ (say), 'Oh Lord, all the bulls and cows who _____ (live) on the earth are my children. Look at them. They _____ (work) so hard to plough the fields. Their sufferings under the yoke _____ (pain) me. It _____ (make) me cry!'

Lord Indra was sad to hear this. He _____ (think) of a plan. He immediately _____ (summon) the clouds, 'My mighty clouds, _____ (drench) the earth with your powerful downpour. The cattle on the earth _____ (suffer) because of multiplying needs of humans. They _____ (never) let their cattle _____ (rest) until it _____ (rain) heavily.' The clouds immediately _____ (cause) a great downpour. It _____ (rain) for many days and the people on the earth were unable to do any work on the fields. So, the poor bullocks _____ (get) some rest at last, and Surabhi was happy.



Worksheet 1

A. Read the sentences given in the two boxes.

Box A

Tarun said to Ruchi, 'I got an A+ in my history assignment.'

Ruchi said to Tarun, 'Wow! that is great. Which book did you refer to?'

Tarun said to Ruchi, 'I got the information from the internet.'

Ruchi said to Tarun, 'I wish I too had the internet at home! Can you suggest to me some book to refer to?'

Tarun said to Ruchi, 'You can refer to an encyclopedia.'

Ruchi said to Tarun, 'Thank you for your advice, Tarun.'

Box B

Tarun told Ruchi that he had got an A+ in his history assignment. Ruchi exclaimed that that was great. She asked him which book he had referred to. Tarun replied that he had got the information from the internet. Ruchi wished that she too had had the internet at home. She asked him if he could suggest to her a book to refer to. Tarun suggested that she could refer to an encyclopedia. Ruchi thanked Tarun for his suggestion.

The sentences in Box A are the actual words spoken by two people. These sentences are presented in '**Direct speech**'.

The sentences in Box B are reported by someone else in their own words. These are in '**Indirect speech**'.

B. Read the examples given below and note the difference between direct and indirect speech.

1. Ridhi **says**, 'I want to learn French.'

Ridhi **says that she** wants to learn French.

2. Ankit **said to** Riya, 'I **will** go to Malaysia **next week**.'

Ankit **told** Riya **that he would** go to Malaysia the **following week**.

Remember

While changing direct speech into reported speech, the following points should be kept in mind.

- Inverted commas and the comma separating the reported speech from the rest of the sentence should be removed.
- A conjunction (if needed) is used after the reporting verb.
- The tense of the speech is changed according to the tense of the reporting verb. If the reporting verb is in a present or future tense, the tense of the reported speech remains unchanged. If the reporting verb is in a past tense, the tense of the reported speech changes into a corresponding past tense.
- Personal pronouns (I, you, he,...), possessives (my, your, his/her,...) and words denoting time and nearness of position are changed according to the rules explained in the following pages.

C. Look at the following examples.

1. Isha **says**, 'The teacher **will check** the notebooks **tomorrow**.'

reporting verb in simple present

Isha says that the teacher **will check** the notebooks **tomorrow**.

tense of the speech remains the same

unchanged

2. Isha **will say**, 'The teacher will check the notebooks **tomorrow**.'

reporting verb in a future tense

Isha will say that the teacher **will check** the notebooks **tomorrow**.

tense of the speech remains unchanged

unchanged

3. Isha **said**, 'The teacher **will check** the notebooks **tomorrow**.'

reporting verb in simple past

Isha said that the teacher **would check** the notebooks **the next day**.

tense of the speech changes

changed

4. Isha **said to** Ritu, 'The teacher **will** check the notebooks **tomorrow**.'

Isha **told** Ritu **that** the teacher **would** check the notebooks **the next day**.

Remember

In assertive sentences (statements), reporting verb, 'said' remains unchanged—

- if it is not followed by 'to' [i.e. if it is not followed by an object]
- or is changed into 'told', 'replied', 'suggested', etc., as per the context.



Worksheet 2

A. Look at the following table about change in tenses in reported speech.

Direct Speech		Indirect Speech
is/am/are	→	was/were
was/were	→	had been
has/have	→	had
had	→	no change
had been	→	no change
do/does	→	did
did	→	had done
had done	→	no change
will/shall	→	would
may/can	→	might/could
would/should/might/could/ ought to/used to	→	no change
must	→	must/had to (depending upon the context)

B. Change of words expressing time and place.

Direct Speech		Indirect Speech
this/these	→	that/those
here	→	there
now	→	then (often omitted)
ago	→	before
yesterday	→	the previous day/the day before
tomorrow	→	the next day.../the following day...
today	→	that day

C. Now read the following table carefully.

Conversion of Direct Speech into Report Speech		
Statements (Assertive Sentences)	Questions (Interrogative Sentences)	Comands/Requests/Advice (Imperative Sentences)
<ol style="list-style-type: none"> comma is removed and 'that' is used as a conjunction 'said to' is changed into: told, stated, remarked, answered, replied, claimed, argued, promised, boasted, etc. tenses, personal pronouns and possessives and words expressing time and place are changed as per the rules already discussed, e.g. (a) Ravi said to Pooja, 'I can solve this question in five minutes.' Ravi told Pooja that he could solve that question in five minutes. 	<ol style="list-style-type: none"> question mark is removed and interrogative form is changed into assertive form comma is removed and: <ul style="list-style-type: none"> no conjunction is used if the sentence begins with a question word, e.g. which, who, whom, whose, why, where, how, what, etc. if/whether is used as a conjunction if the sentence is a Yes/No question. 'said to' is changed into: asked, questioned, enquired, demanded, etc. tenses, pronouns and words expressing time and place are changed as per the rules already discussed, e.g. 	<ol style="list-style-type: none"> comma is removed the verb of the direct speech is changed into an infinitive (to + verb) 'said to' is changed into: ordered, commanded, requested, begged, asked, advised, suggested, etc. tenses, pronouns and words expressing time and place are changed as per the rules, e.g. (a) Ravi said to Pooja, 'Solve this question in five minutes.' Ravi ordered Pooja to solve that question in five minutes.

<p>(b) Dev said, 'I have been reading this book for an hour.'</p> <p>Dev said that he had been reading that book for an hour.</p> <p>(c) Manan said to Radhika, 'I have joined judo classes.'</p> <p>Manan told Radhika that he had joined judo classes.</p>	<p>(a) Ravi said to Pooja, 'Can you solve this question?'</p> <p>Ravi asked Pooja if she could solve that question.</p> <p>(b) Sona said to her mother, 'Where are my books?'</p> <p>Sona asked her mother where her books were.</p> <p>(c) Smriti said to Vibha, 'Did you watch the Republic Day celebration on television?'</p> <p>Smriti asked Vibha if she had watched the Republic Day celebration on television.</p>	<p>(b) Ravi said to Pooja, 'Please help me solve this question.'</p> <p>Ravi requested Pooja to help him solve that question.</p> <p>(c) Ritu said to Nidhi, 'Avoid eating chocolates.'</p> <p>Ritu advised Nidhi to avoid eating chocolates.</p>
--	---	--



Worksheet 3

Change the following assertive sentences into reported speech.

- 'The Prime Minister has announced a relief package for the farmers,' said the reporter.

- Mohit says, 'I will invite all my friends to my birthday party.'

- Amar said to Priya, 'My class teacher has agreed to grant me two weeks' leave.'

4. Rajesh said to Kusum, 'I lost my mobile phone yesterday.'

5. Ritu said to Aman, 'You have not finished your homework yet.'

6. Pawan said, 'We have bought a new house. We're shifting to the new house next week.'

7. Mother said, 'I am glad you've reached home in time. The weather is getting really bad.'

8. Maanya says, 'I love staying at my grandma's house. She tells me nice stories and takes me to the park. She also cooks my favourite pasta.'

9. The cricketer said to the reporter, 'I have always played earnestly for my country. I have put my country's honour and my team's interests above everything else. I am thankful to the people of the country who have always shown faith in my abilities.'

10. Ramit said to Ashu, 'I am sorry I cannot give you the book this weekend. I gave the book for photocopying on Thursday but the shopkeeper says he will take at least five days to photocopy the whole book.'



Worksheet 4

Change the following interrogative sentences into reported speech.

1. The teacher asked the students, 'Have you understood the question?'

2. Ritu said to Rohit, 'How will you complete the assignment in two days?'

3. The child asked, 'Mother, why don't the stars in the sky fall down?'

4. Namita said to Aruna, 'Which of the two sarees is better?'

5. 'Can you teach me French?' said Tisha to Suman.

6. The worried father said to his son, 'Which train have you boarded? Have you checked your ticket number?'

7. The manager said to the candidate, 'What are your qualifications? In what way can you benefit our company?'

8. Rimi said, 'Monika, how did you like the state of Florida? If given a chance, would you like to go there again?'

9. My mother asked me, 'What happened to your hand? Why is it bandaged? Did you fall from the bicycle? Does it hurt?'

10. Rahul's friend asked him, 'Why did you leave your job? Didn't they pay you well? Weren't you happy doing that job? Will you look for a new job now?'



Worksheet 5

Change the following imperative sentences into reported speech.

1. The teacher said to the children 'Open your book at page 10.'

2. Manish said to the people standing on the road, 'Please help me remove this broken tree from the road.'

3. Ruchi said, 'O God, bless my parents with health and happiness.'

4. Shipra said to Preeti, 'Read newspapers and magazines to boost your vocabulary.'

5. The coach said to the players, 'Do not overdo this exercise.'

6. The major said to his cadets, 'Stand straight. Listen attentively to what I say.'

7. 'Accept this job offer, son,' said the mother to her son. 'Do not leave this opportunity.'

8. The doctor said to the patient, 'Don't worry. Just take the medicine on time and take proper rest.'



Worksheet 6

A. Read the following.

1. 'How beautiful the painting looks!' said Amit.

(The painting looks very beautiful.)

Amit exclaimed that the painting looked very beautiful.

beautiful



2. 'Hurrah! My team has won!' said the coach.

The coach exclaimed with joy that their team had won.

3. The Principal said to the student, 'Well done! I wish you good luck for your next tournament.'

The Principal applauded the student and wished them good luck for their next tournament. (The student can be either a boy or a girl.)

4. My grandmother said to me, 'May you be successful in life!'

My grandmother lovingly wished me success in life.

5. The villain of the movie said, 'Alas! How inconsiderate I've been!'

(I have been very inconsiderate.)

The villain of the movie exclaimed with regret that he had been very inconsiderate.

The sentences you just read are exclamatory/optative (wishes) sentences.

Note how they have been changed into reported speech.

Remember

The following points should be remembered while changing exclamatory and optative sentences into reported speech.

- Exclamatory/Optative sentences are changed into assertive sentences before these are further changed into reported speech.
 - The conjunction 'that' is used.
 - Interjections and exclamations [such as 'oh!', 'alas', 'hurrah', etc.] are removed but their sense is conveyed through adverbs.
 - 'said' or 'said to' [i.e. the reporting verb] is changed into—
 - exclaimed with joy/sorrow/anger
 - applauded
 - regretted
 - wished/desired/prayed
 - longed for/yearned for
- for exclamatory sentences
- for optative sentences

B. Look at a few more examples.

1. The commentator said, 'What a shot!'
[It means – It is a nice shot.]
The commentator exclaimed that it was a nice shot.
2. 'Alas! I failed to score a goal!' said the player.
[It means – I regret that I failed to score a goal.]
The player regretted/exclaimed with sorrow that they had failed to score a goal. (regretted their failure to score a goal)
3. The farmer said, 'What a pity the drought spoilt the crops!'
[It means – It is a pity that the drought spoilt the crops.]
The farmer exclaimed that it was a pity the drought had spoilt the crops.
4. 'I wish I had a puppy!' said Anita.
Anita wished that she had had a puppy.

C. Read this extract from a cartoon story.

Now the lion felt miserable. 'Alas! I'm ruined,' he said. 'Oh, had I been more careful!' However, the hunter was pleased and said, 'How clever I am! The lion may be the king but only of the jungle! Ha! Ha! Ha!' The hunter's friends admired him for having trapped the lion. 'Kudos! You have done well!' they said. But the lion was miserable. 'Help me, God!' he said. He promised that he would never go near humans ever again.

'Oh, that's not fair!' said the rat whose life the lion had once spared. 'How cruel the hunter is!' He wanted to help the lion and began thinking of ways to save the lion. He seemed to find no success. 'What a nuisance humans are!' he said. 'I wish I were strong enough to chase them away.' He was beginning to lose hope. 'What a pity, our foes are so strong!' he said when suddenly a bright idea struck him.

D. Working in pairs, report the following exclamatory sentences spoken by each of the characters. The first one has been done as an example.

1. 'Alas, I'm ruined!'

The lion unhappily exclaimed that he was ruined.

2. 'Oh, had I been more careful!'

3. 'How clever I am!'

4. 'Kudos! You have done well!'

5. 'Help me, God!'



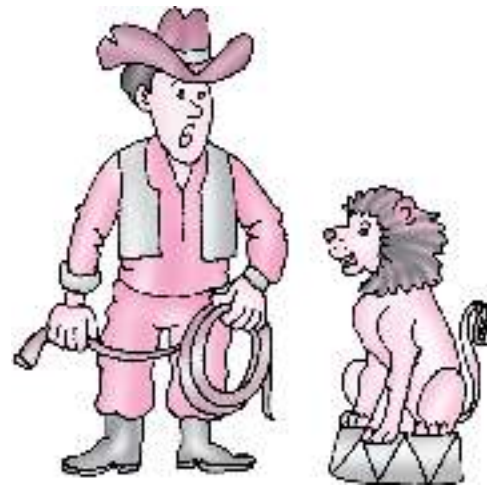
6. 'Oh, that's not fair!'

7. 'How cruel the hunter is!'

8. 'What a nuisance humans are!'

9. 'I wish I were strong enough to chase them away!'

10. 'What a pity, our foes are so strong!'



Worksheet 7

Advait's uncle flew to Singapore last year. He had never been on a plane before, and he did quite a few things wrong.



Work with your partner. First read how people reacted to his strange behaviour and then report it. The first one has been done as an example. Use the variety of reporting verbs given in the box below.

Reporting Verbs

grumbled, complained, regretted, requested, warned, wondered, exclaimed

1. Air hostess: 'Oh no, you can't carry liquids on the plane!'

(What did the air hostess say?)

The air hostess exclaimed that he could not carry liquids on the plane.



2. Announcer: 'Lufthansa Flight 8263405A takes off at 1720 hours.'

Uncle: 'I wish I had not arrived so early!'

(What did Uncle say?)



3. Steward: 'Please check your seat number.'

(What did the steward say?)

4. Co-passenger: 'How foolish of him to use the phone now!'

(What did the co-passenger say?)



5. Uncle: 'What strange people! Can't carry their own sandwiches!'

(What did Uncle say?)



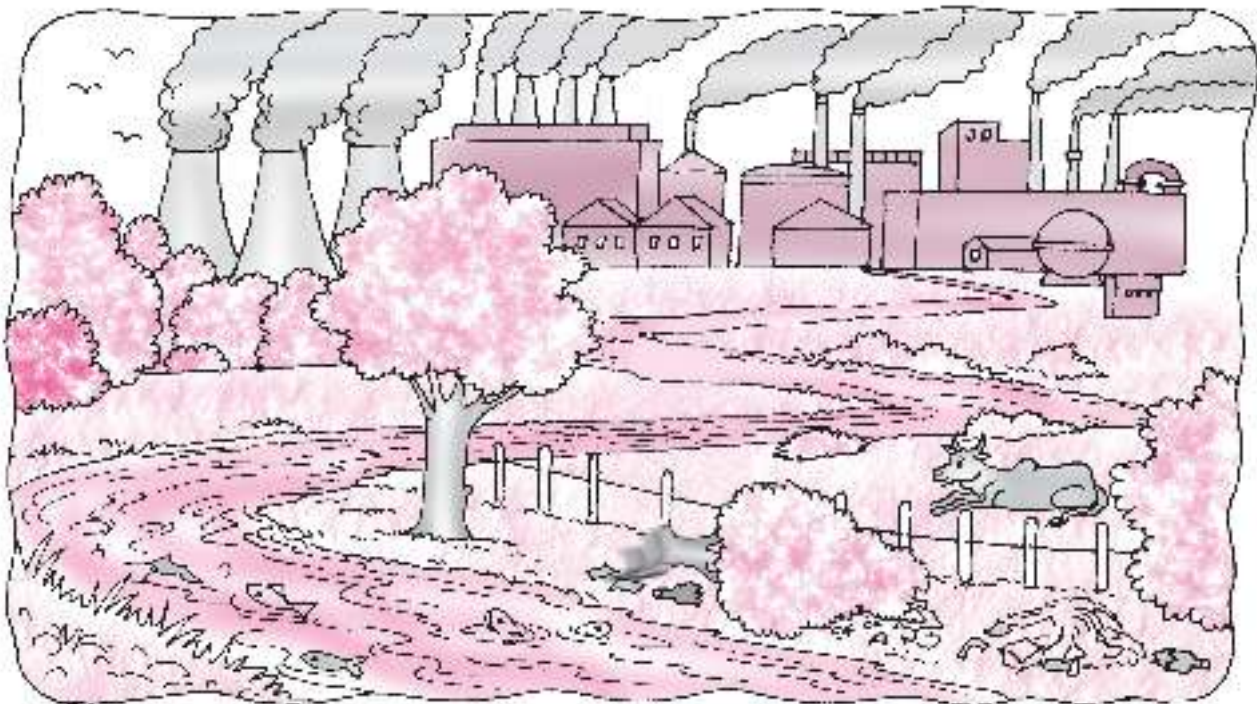
6. Steward: 'Stop smoking please!'
(What did the steward say?)

7. The man sitting next to Uncle: 'What a peculiar man!'
(What did the man say?)



 **Worksheet 8**

- A. Look at the picture of Beautiland given below. Imagine that your friend and you went for a picnic there but were rather disappointed. This is the conversation you had.



You : This park is supposed to be the attraction of this city.

Your friend : This place is filthy!

You : How can people be so indifferent! They've thrown garbage all over.

Your friend : I wish, they had understood the consequences of their actions!

You : What a pity! The creatures in the river are dead.

Your friend : Look! Look at that thick black smoke from the factory. It's disgusting!

You : Such greed! Felling trees so recklessly!

Your friend : That's what man thinks is development!

B. Once home, you report your experiences and the conversation you had with your friend to your mother. Complete the report.

The place was a disappointment. The park that was recommended to be an attraction of the city turned out to be repulsive. My friend was so _____

and I _____



Worksheet 9

A. Read the sentences in the given boxes.

Box A

Woodcutter : River god, my axe has fallen into the pond. Can you bring it out?

River God : Is your axe made of gold?

Woodcutter : No, god. My axe is made of wood and iron.

River God : I am pleased with your honesty. You can keep this axe made of gold as a reward.

Box B

The woodcutter told the river god that his axe had fallen into the pond. He humbly asked him (river god) if he could bring it out. The river god asked the woodcutter if his axe was made of gold. The woodcutter replied that it was not and told the river god that his axe was made of wood and iron. The river god was pleased with his (woodcutter's) honesty. He said that he (woodcutter) could keep that axe made of gold as a reward.

Sentences in Box A are dialogues between two people. These dialogues have been reported by a third person in Box B.

Remember

While reporting dialogues—

- all incomplete sentences are completed before they are reported.
- different reporting verbs (as per the context) are used to introduce each speech.

B. Read another example.

Meeta : Are you going to the book fair today?

Neetu : No, I will go to the book fair on Saturday.

Meeta : Can I come along, Neetu?

Neetu : Sure, Meeta!

Meeta : What time should we start from home?

Neetu : We'll leave at 10:00 a.m. so that we get enough time to browse through the books.

Meeta : Fine, Neetu. I shall reach your home at 9:45 a.m.

Meeta asked Neetu if she was going to the book fair that day. Neetu replied that she was not and said that she would go to the book fair on Saturday. Meeta then asked Neetu if she could come along. Neetu gladly agreed. Meeta wanted to know what time they should start from home. Neetu suggested leaving at 10:00 a.m. so that they got enough time to browse through the books. Meeta assured Neetu that she would reach her home at 9:45 a.m.



Worksheet 10

Read the dialogues given below and report them.

1. **Receptionist** : Am I talking to Mrs Sharma?

Mrs Sharma : Yes.

Receptionist : Madam, you have won a prize in a slogan writing competition.

Mrs Sharma : Wow! What a wonderful news!

Receptionist : Madam, you'll have to collect your prize from our office on Friday at 4:00 p.m.

Mrs Sharma : Oh! But I will be out of station on Friday. Can I collect it later?

Receptionist : Sorry, Madam. In that case we will have to give the prize to the second winner.

Mrs Sharma : Alas! What bad luck! I wish we weren't going out.

2. **Anmol** : Kunal, have you prepared your speech for the competition?

Kunal : Yes, I have.

Anmol : How are you always so confident on the stage?

Kunal : I learn my speech thoroughly and practise it in front of my parents.

Anmol : I wish I could also be so confident on the stage.

Kunal : You should not be afraid of being on the stage, Anmol. It's not so tough. I can help you in this matter.

Anmol : Thank you, Kunal. This time I'll also participate in the speech competition. I am sure your guidance will help me perform better.

DO IT YOURSELF

1. **Fill in the blanks with words from the box given below.**

grumbled, refused, refused, told, warned, if, regretted, enquired, requested

It was late night when I reached the city. I _____ of the bus driver _____ it was possible to get a taxi at that hour. He was kind and

_____ me where I could find one. After waking up the taxi driver, I told him where I wanted to go. He _____ saying it was too far off. I _____ him to be kind and help me out. He agreed but _____ me that he would charge twice the fare. I _____ that that was too much. On hearing me, he went back to sleep. I _____ not having planned my journey but I _____ to get cheated.

2. **Read the following interview. Ramanshu, a press reporter interviews Aradhika, a famous novelist who has just won a national award for her writings. Later Ramanshu writes a report. Taking help from the interview, complete the report.**

Reporter : How does it feel to be honoured?

Aradhika : It's pure delight!

Reporter : You have written many novels and poems. When did you write your first one?

Aradhika : I was seven when I wrote a poem.

Reporter : What do you think about nature? Do you like to write on it?

Aradhika : Oh, it's simply beautiful! Nature is my favourite subject.

Reporter : What is your message to your countrymen?

Aradhika : I'd request people to conserve nature. If we don't, we're sure to be doomed.



Ramanshu asked Aradhika _____ to which she _____. Then Ramanshu went on to say that she had written many novels and poems and asked her _____. Aradhika told _____ . Ramanshu asked her _____. With joy in her eyes, Aradhika _____ and that nature is her favourite subject. As a parting shot, Ramanshu _____. Aradhika very seriously _____ and warned _____.