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**ENGLISH GRAMMAR:**  
**REPORTED SPEECH**  
**PASSIVE VOICE**

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ  
ДВНЗ «ПРИКАРПАТСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ  
ІМЕНІ ВАСИЛЯ СТЕФАНІКА»  
ФАКУЛЬТЕТ ІНОЗЕМНИХ МОВ  
КАФЕДРА АНГЛІЙСЬКОЇ ФІЛОЛОГІЇ

**ENGLISH GRAMMAR:  
REPORTED SPEECH  
PASSIVE VOICE**

НАВЧАЛЬНО-МЕТОДИЧНИЙ ПОСІБНИК

З ГРАМАТИКИ АНГЛІЙСЬКОЇ МОВИ

ДЛЯ СТУДЕНТІВ І КУРСУ АНГЛІЙСЬКОГО ВІДДІЛЕННЯ

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*Рекомендовано до друку*

*Вченою радою факультету іноземних мов*

*Прикарпатського національного університету*

*імені Василя Стефаника*

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М 62 English Grammar: Reported Speech, Passive Voice / Навчально-методичний посібник з граматики англійської мови для студентів I курсу англійського відділення / уклад. Марчук Т.Л., Мінцис Е.Є., Мінцис Ю.Б., – Івано-Франківськ, 2019. – 71 с. – Англ. мовою.

Навчально-методичний посібник має на меті підвищення якості філологічної підготовки та розвиток граматичних навичок студентів англійського відділення факультету іноземних мов.

Посібник охоплює такі граматичні теми, як часові форми англійського дієслова (пасивний стан), узгодження часів та пряма/непряма мова. Кожен розділ складається з теоретичної та практичної частини, а також містить чимало завдань для самостійної роботи.

Матеріал посібника можна широко використовувати у вищих навчальних закладах України, на факультетах підвищення кваліфікації вчителів, а також на заняттях у середніх школах із поглибленим вивченням англійської мови.

## Contents

Check What You Know .....	5
Reported Speech.....	11
Introductory Verbs.....	23
Self-Study Exercises.....	31
Passive Voice.....	36
Have something done.....	46
Self-Study Exercises.....	52
Test Yourself Exercises.....	59
References.....	71

## Check what you know

### 1. Choose the correct answer.

1. John ..... a shower at the moment, so could you call back in about half an hour?

a) takes b) is taking c) has taken d) has been taking

2. .... to Ipswich before?

a) Do you ever go b) Are you ever going c) Have you ever been d) Have you ever been going

3. I ..... to all the newspapers and TV stations to complain.

a) already write b) already writing c) have already written d) have already been writing

4. .... TV for the last two hours? Turn it off and get some exercise.

a) Do you watch b) Are you watching c) Watched you d) Have you been watching

5. Eric, ..... hockey competitively or just for fun?

a) do you usually play b) are you usually playing c) have you usually played d) have you usually been playing

6. Jessica has ..... left, I'm afraid.

a) yet b) still c) already d) so far

### 2. Complete the text using the correct form of the words in the box:

be	disagree	do	include	know	look	see	seem	understand
----	----------	----	---------	------	------	-----	------	------------

## Ancient Aviators?

Everyone (1)..... that humans have been flying for only a few hundred years. But (2) ..... it possible that ancient civilizations also had the ability and technology to fly?

In the Nazcan Desert southern Peru, there are hundreds of lines, which an ancient culture drew in the dust. On the ground, they just (3) ..... like straight

lines. But when you (4)..... them from the air, you (5) ..... them exactly what they are. They are incredible and enormous pictures. The pictures (6)..... animals, birds and symbols.

One bizarre theory which most mainstream scientists (7)..... with, is that the people who made the lines thousands and thousands of years ago flew above the lines in balloons. It (8)..... incredible, but a few people (9)..... believe it's possible.

**3. Circle the correct word or phrase.**

Dear Lisa,

Thanks for your letter. I just left/had just left for school when I saw the postman and he gave/had given it to me. I read/had read it during maths and it made/had made me laugh. I almost got/had got in trouble!

Anyway, I'm excited because I had/had had my first judo lesson yesterday. I was/had been late for the lesson because when I got/had got there, I suddenly realized I left/had left my judo suit at home! So I went/had gone all the way home and when I got/had got back, the lesson already began/had already begun. The instructor was really nice, though, and I learned/had learned how to do some basic throws. Can't wait till next time!

What about you and your taekwondo? The last time I spoke/had spoken to you, you talked/had talked about giving it up. What did you decide/had you decided? I think that's all for now. My mom and I are going shopping shortly, so I'd better post this.

Speak to you soon.

Love,

Charlotte

**4. Choose the correct answer.**

1. My brother and I ..... swimming almost every day last summer.  
a) went b) had been going c) were going d) had gone
2. We ..... when someone knocked at the door.

a) talked b) had talked c) were talking d) have talked

3. When the robbery happened, the security guard .....

a) slept b) was sleeping c) had slept d) has slept

4. Jack ..... chess before, so I showed him what to do.

a) hadn't been playing b) didn't play c) wasn't playing d) hadn't played

5. John ..... at the factory long when he was made a manager.

a) hadn't been working b) wasn't working c) didn't work d) hasn't worked

6. I wanted to say good-bye to Jerry, but he .....

a) was already left b) already left c) had already been leaving d) had already left

**5. Circle the incorrect words or phrases and rewrite them correctly.**

1. I had paint on my shoes because I'd painted my bedroom all morning. 2. I missed the start of the film because I've bought popcorn. 3. It was obvious that Bill has worked because he was very tired when I saw him. 4. We were tidying the garden for hours and I was needing a rest. 5. When the bus was arriving, we missed it because we were talking. 6. Julian was learning all about computer games by the time he was six. 7. My grandfather was owning a hotel by the beach until he sold it last year.

**6. Correct the wrong underlined phrases.**

1. A. Have you ever had an operation?

B. Yes, I've broken my leg two years ago.

2. A. How long was your uncle in hospital?

B. Since last Tuesday. He's coming home tomorrow.

3. You didn't take your medicine yet.

4. A. Have you gone to see the doctor?

B. Not yet. I'm going this afternoon.

5. Ouch! I cut my finger! Have you got a plaster?

6. A. Doctor! My son has been swallowing my pen! What should I do?

B. Use a pencil until I'll get there.

7. A. You look exhausted!

B. Yes, I've run after a cat.

8. How many hours are you sleeping a night? Have you slept well recently?

9. Do you take any vitamins at the moment? How long did you take them?

10. Are you eating a lot of fruit and vegetables? How many portions had you today?

**7. a) Read some of the predictions scientists are making about climate change and complete them with the appropriate FUTURE form of the word from the list below.**

**b) Read the predictions again. Have you noticed the effects of the climate change in your country?**

Become	close down	double	have (x2)	melt	rise (x3)	suffer
--------	------------	--------	-----------	------	-----------	--------

### Storm Clouds on the Horizon

*Climate change is something we can't close our eyes to, and governments all over the world have finally realized that they have to sit up and take notice. These are some of the things that many scientists predict will happen if we carry on polluting the atmosphere with CO<sub>2</sub> emissions.*

**Short term:** by the year 2050

- More than a third of the world's plant and animal species ... extinct.
- The ice in the Arctic Sea will melt every summer causing the extinction of polar bears, and many glaciers, for example on Mount Kilimanjaro, ... completely.
- 50% of the world's ski resorts ... due to lack of snow.

**Mid term:** by the year 2100

- Sea levels ... by between 16cm and 69cm. This means that low-lying islands like the Maldives will no longer be habitable.
- The number of serious coastal storms and tsunamis ... .
- Northern European cities, e.g. Paris and London ... 50 days a year of heatwaves when temperatures are over 30°C (there are currently 6-9 days).



**Long Term:** by the year 3000

- Temperatures ... by 15°C.
- Sea levels ... by more than 11 meters, flooding large areas of Bangladesh, and many low-lying cities, such as London. Hundreds of millions of people will be displaced.
- One third of the world ... from extreme droughts, and half the world ... moderate droughts. Tens of millions of Africans will have to emigrate.

**8. a) Put the verb in brackets in the past perfect simple or continuous. If you think both are possible, use the continuous form.**

*Example: His English was very good. He'd been learning it for five years.*

*(learn)*

1. My feet were aching. We \_\_\_\_\_ for hours. (queue)
2. She went to the police because someone \_\_\_\_\_ her bag. (steal)
3. The streets were wet. It \_\_\_\_\_ all morning. (rain)
4. She got to work late because she \_\_\_\_\_ an accident on the way. (have)
5. I almost didn't recognize him. He \_\_\_\_\_ a lot since I last saw him.

*(change)*

6. They were very red. They \_\_\_\_\_ all morning but they \_\_\_\_\_ any sun cream. (sunbathe, not put on)

7. I could see from their faces that my parents \_\_\_\_\_ . (argue)

8. Jess had a bandage on her arm. She \_\_\_\_\_ off her bike the day before.

*(fall)*

**b) Underline the correct verb form.**

Meg and Lian McGowan *got/were getting* a nasty surprise when they *had checked in/were checking in* at Heathrow airport yesterday with their baby Shaun. They *won/had won* three free plane tickets to Rome in a competition and they *were looking forward to/had been looking forward to* their trip for months. But, unfortunately, they *forgot/had forgotten* to get a passport for their son and so Shaun couldn't fly. Luckily, they *had arrived/were arriving* very early for their

flight so they still had time to do something about it. They *had run/ran* to the police station in the airport to apply for the emergency passport. Meg *was going/went* with Shaun to the photo machine while Liam *had filled in/was filling in* the forms. The passport was ready in an hour, so they *hurried/were hurrying* back to check-in and finally *caught/had caught* the flight.

**9. Complete the sentences using the future perfect or future continuous.**

*Example: The film starts at 7.00. I will arrive at the cinema at 7.15.*

*When I arrive at the cinema, the film will have started. (start)*

1. The plane to Paris takes off at 9.00 and lands at 10.30. At 10.00 they \_\_\_\_\_ to Paris. (fly) 2. I save \$200 a month. By the end of the year I \_\_\_\_\_ \$2,400. (save) 3. I leave home at 7.30. It takes an hour to drive to work. At 8.00 tomorrow I \_\_\_\_\_ to work. (drive) 4. Our meeting starts at 2.00 and finishes at 3.30. You can't ring me at 2.30 because we \_\_\_\_\_ a meeting. (have) 5. Sam is paying for his car. The last payment is in November. By December he \_\_\_\_\_ for his car. (pay) 6. Their last exam is on May 31<sup>st</sup>. By the end of May they \_\_\_\_\_ their exams. (finish)

**10. Choose the correct form.**

*Example: Don't worry. Rob will have passed/has passed the exam if he's studied enough.*

1. If I'm not feeling/won't be feeling better tomorrow, I'm going to go to the doctor's. 2. Kerry won't be going/doesn't go to work next week if her children are still ill. 3. Don't call Chloe now. If it's eight o'clock, she'll bathe/she'll be bathing the baby. 4. You can be fined if you aren't wearing/won't be wearing a seat belt in your car. 5. If we're lucky, we'll have sold/we've sold our house by Christmas. 6. I'll call you as soon as I'll find out/find out my results.

## Reported Speech

There are two ways of relating what a person has said: direct and indirect. In direct speech, we repeat the original speaker's exact words: *He said, "I have lost my umbrella."* Remarks thus repeated are placed between inverted commas, and a comma or colon is placed immediately before the remark. Direct speech is found in conversations in books, in plays, and in quotations.

In indirect speech we give the exact meaning of a remark or a speech, without necessarily using the speaker's exact words: *He said (that) he had lost his umbrella.* There is no comma after *say* in indirect speech that can usually be omitted after *say* and *tell* + object. But, it should be kept after other verbs: *complain, explain, object, point out, protest* etc.

When we are reporting more than one sentence, it is not necessary to repeat the reporting verb to introduce every new sentence:

*Tom insisted that he hadn't been there. He had worked late, and had then gone ...*

We can report our thoughts using reporting verbs such as *think, decide* or *imagine*: *She never imagined that it would be so difficult to run for the Senate.*

When we report another person's words in indirect speech, we often have to change the pronouns used in the direct speech:

*James added, "I really don't understand the problem".*

*James added that **he** really didn't understand the problem.*

When another person reports James's words, then the pronoun *I* changes to *he*. Similarly, if the place or time of reporting is significantly different from that in the original speech, we often need to make changes to adverbs of place and time (e.g. *now - then; here - there; today - that day*):

*Alex said, "I'll meet you here again tomorrow at 3.30".*

*Alex said she would meet us there again the next day at 3.30.*

But, if the speech is made and reported on the same day, these time changes are not necessary.

When we use indirect speech after a past tense reporting verb, we usually change the tense in the sentences we are reporting. We use a tense one step further in the past (**“backshift”**), so present forms become past forms (e.g. *present simple - past simple, present continuous - past continuous*):

Present Simple	Past Simple
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Past Simple	Past Perfect
Past Continuous	Past Perfect Continuous
Future (will)	Future in the Past (would)
can	could
may	might
now	then, at that time, immediately
today, tonight	that day, that night
yesterday	the day before, the previous day
tomorrow	the next day, the following day
this week/ year/	that week/year
last week	the week before, the previous week
two days ago	two days before
here	there
come	go

*“I’m leaving in ten minutes”. - She decided she was leaving in ten minutes.*

*“It rained really heavily today”. – Sarah mentioned that it had rained really heavily that day.*

The past perfect simple and continuous do not change:

*“They’d arrived an hour early”. - I said they’d arrived an hour early.*

We do not change the tense of the original words in reported speech when:

- the reporting verb is in a present tense:

*He says that intelligent life in the universe does not exist.*

- the reporting sentence is the universal truth:

*He said that London is the capital of Great Britain*

### **SAY-TELL**

We can use the verbs *say* and *tell* both in direct and reported speech.

**SAY** is used with or without personal object. When used with a personal object it is always followed by the preposition *to*:

*He said, “I’m cold” - He said (that) he was cold*

*He said to me I’m cold - He said to me (that) he was cold*

**TELL** is always followed by a personal object (told me):

*He told me, “I’m cold” - He told me (that) he was cold.*

Remember the following expressions with *say* and *tell*

SAY	good morning/afternoon, something/nothing, a few words, so, a prayer, etc.
TELL	the truth, a lie, a secret, a story, a joke, the time, the difference, sb. one’s name, sb. the way, etc.

### **Reported Questions**

Direct question: *He said, “Where is she going?”*

Indirect question: *He asked where she was going.*

When we turn direct questions into indirect speech, the following changes are necessary: tenses, pronouns and possessive adjectives, adverbs of time and place change as in statements.

The interrogative form of the verb changes to the affirmative form. The question mark (?) is, therefore, omitted in indirect questions:

*He said, “Where does she live?” = He asked where she lived.*

If the introductory verb is *say*, it must be changed to a verb of inquiry, e.g. *ask, inquire, wonder, want to know, etc.*:

*He said, "Where is the station?" = He asked where the station was.*

Ask can be followed by the person addressed (indirect object):

*He asked, "What have you got in your bag?" = He asked (me) what I had got in my bag.*

But, *inquire, wonder, want to know* cannot take an indirect object so if we wish to report a question where the person addressed is mentioned, we must use *ask*:

*He said, "Mary, when is the next train?" = He asked Mary when the next train was.*

If the direct question begins with a question word (where, when, who, how, why, etc.) the question word is repeated in the indirect question:

*He said, "Why didn't you put on the brake?" = He asked (her) why she hadn't put on the brake.*

*She said, "What do you want?" = She asked (them) what they wanted.*

If there is no question word, *if* or *whether* must be used:

*"Is anyone there?" he asked = He asked if/whether anyone was there.*

We report negative questions, which express surprise or criticism with a functional verb like *complain*:

*"Isn't that stupid?" - We complained that it was stupid.*

### **Indirect commands and requests**

Verbs used to report commands are *tell, order, command* and *forbid*.

*When the vet had finished the surgery, he told them to let the animal sleep.*

*He forbade us to pass on any of the information to the authorities.*

We use *ask* for reporting requests, and *beg* or *urge* with urgent requests.

*His secretary asked me to come back later.*

In indirect commands we use a reporting verb and (not) to + infinitive.

*Several members of the Royal Family urged Edward VIII not to abdicate.*

We can use *ask for* + passive infinitive if we don't mention the person to whom the command was given:

*The cinema manager asked for the culprit to be brought to his office.*

### ***Exercises***

#### ***1. Find out what the horoscope below says about the people in the list.***

*Example: Helen (18th November) – Oh, Helen is Scorpio according to the horoscope. So it says she is having a difficult time, but there will be some surprises for her.*

Bob (13th February), Kate (14th September), David (22nd April), Janet (30th November) and Jerry (10th December), Sarah (3rd October), Tom (12th April), Diane (18th March), Jane (29th May), Mr. Johnson (8th January), 10 Sue (4th August) and Peter (20th August).

Aries (21st March - 20th April). You are worrying a lot, but your problems aren't very serious.

Taurus (21st April - 21st May). You will meet someone interesting, and your life may change suddenly.

Gemini (22nd May - 21st June). Your boss or teacher will not be pleased with you, but it won't be your fault.

Cancer (22nd June - 23rd July). You will have money problems, so it isn't the time to plan your holiday.

Leo (24th July - 23rd August). Everything is going well for you, but you must think before you make any decisions.

Virgo (24th August - 23rd September). You will have problems at work and you should ask your friends for help.

Libra (24th September - 23rd October). Your life is getting more exciting, but you must control your feelings.

Scorpio (24th October - 22nd November). You are having a difficult time, but there will be some surprises for you.

Sagittarius (23rd November - 21st December). You are feeling rather unhappy, but you will hear some interesting news.

Capricorn (22nd December - 20th January). You should spend more time with your friends because you are working too hard.

Aquarius (21st January - 19th February). You will have lots of energy, and you may have a picnic.

Pisces (20th February - 20th March). Your life feels empty, but you will find romance.

**GROUP WORK.** The class is divided into groups of four or three. Each group makes their own horoscope and tells the other people in your class what it says.

**2. Change the sentences about Miranda's life into reported speech according to the model.**

*Model: Miranda says, "I work for a small publishing house." — Miranda says (that) she works for a small publishing house.*

1. I'm going to work in England next year. 2. I'm their marketing manager. 3. The company has opened an office in London. 4. Up to now I've been very successful in my career. 5. I've been chosen to run the new office in London. 6. I'm studying English in the evenings. 7. I don't have much time to enjoy myself. 8. I haven't had lunch with a friend for ages. 9. I hope my friends will come and visit me in London. 10. I went there last week with my secretary. 11. We didn't have much time for sightseeing. 12. I have to get back to work now.

**B. Tell your friend what Miranda SAID.**

**3. Change from direct into indirect speech.**

***Stanley Arnold, the multi-millionaire businessman and head of Arnold Motors, has just died. He wasn't a very popular man. Below are some examples of what the press said about him during his lifetime. Write down what they said.***

*Example: "Arnold is not a very nice person." - Today Magazine. Today Magazine said that Arnold was not a very nice person.*



“Arnold Motors has never paid any tax.” - News Extra

“Arnold spends the company’s money at a Las Vegas casino.”- Newsday Magazine

“When he dies, he will probably leave more than \$500 million.” - International News

“Stanley Arnold never speaks to his children.” - Modern World

“He is planning to leave his money to a dogs' home.”- The Daily Free Press

“Arnold has friends in the Mafia.” - World Magazine

“The police ought to ask Stanley Arnold some questions.” - The Saturday Reporter

“No one will be sorry when he’s gone” - The Daily Talk

**4. Fill in the gaps with SAY or TELL in the correct tense form.**

At Alison’s wedding reception, her father stood up and ..... the guests that he would like to ..... a few words. He started to ..... a story about when Alison was young. Alison felt embarrassed, but she didn’t ..... so. Then, her father..... the guests some jokes, which everyone found very funny. Finally, he ..... a prayer for the happy couple.

**5. Put the following into indirect speech.**

1. “I have something to show you,” I said to her. 2. “Nothing grows in my garden. It never gets any sun,” she said. 3. “I’m going away tomorrow, mother,” he said. 4. “I’ve been in London for a month but so far I haven’t had time to visit the Tower,” said Rupert. 5. “It isn’t so foggy today as it was yesterday,” I remarked. 6. “The new underpass is being officially opened the day after tomorrow,” said the BBC announcer. 7. “We have moved into our new flat. We don’t like it nearly so much as our last one,” said my aunt. 8. “We have a lift but very often it doesn’t work,” they said. 9. “From one of the windows of my flat I can see the Eiffel Tower,” he said. 10. “I’ve no idea what the time is but I’ll dial 8081 and find out,” said his daughter. 11. He said, “My wife has just been made a judge.” 12. “I’ll come with you as soon as I am ready,” she replied. 13. “I have a German lesson

this afternoon and I haven't done my homework yet," said the small boy. 14. "If you let the iron get too hot, you will scorch your clothes," I warned her. 15. "You haven't given me quite enough. The bill is for £14 and you've paid me only £13," he pointed out.

**6. Report these special questions, change the tense if necessary.**

*Example: "What's the weather like?" She asked me what the weather was like.*

1. "What does Frank do for a living?" I wanted to know.....
2. "Why is Maria crying?" She wondered .....
3. "What kind of holiday has Marco had?" You wanted to know.....
4. "How long have you both been living here?" They inquired.....
5. "Where did they go last week?" She wanted to know.....
6. "Who are you looking for?" He asked me.....
7. "When will lunch be ready?" You didn't tell me.....
8. "How can I solve the problem?" I wanted to know.....

**7. Ask and answer the questions in indirect speech; begin your answers with the words He asked me ... .**

1. "Where do you write compositions?" 2. "How many of you received good marks?" 3. "What did you do yesterday?" 4. "When will your holidays begin?" 5. "Why is Tom always late?" 6. "Who must you help?" 7. "What colour are those flowers?" 8. "Where are the big orchards?" 9. "When can you play with a ball?" 10. "What was the result?" 11. "Who is this man?" 12. "When was the work done?" 13. "Why don't you want to go for a walk?" 14. "What kind of work do you do?" 15. "How well can you speak English?" 16. "When did you ring them up?" 17. "How long have you lived in this town?" 18. "Where were you last Sunday?"

**8. Put the following questions into indirect speech.**

1. "Who has been using my typewriter?" said my mother. 2. "Do you want to see the cathedral?" said the guide. 3. "Do you mind working on the night

shifts?" he asked. 4. "Would you like to come with us?" they said. 5. "Who did you give the money to?" asked Ann. 6. "How long does it take to get to Edinburgh by coach?" asked the tourist. 7. "How much do you think it will cost?" he said. 8. "What did you miss most when you were in prison?" Mary asked the ex-convict. 9. Another passenger came in and said, "Is this seat taken?" 10. "How do you get on with your mother-in-law?" said Paul. 11. "How did you get into the house?" they asked him. 12. "Did you sleep well?" asked my hostess. 13. "Have you been here long?" the other students asked him. 14. "Can you tell me why Paul left the university without taking his degree?" Paul's sister asked. 15. "How many people know the combination of the safe?" said the detective. 16. "Are there any letters for me?" said Mary.

**9. Change the following requests and orders into indirect speech.**

1. The teacher: "Don't be late, Ann". 2. Alice: "Don't talk when I am listening to music, Tom." 3. Mother: "Don't eat many sweets, children." 4. The teacher: "Don't forget to correct your mistakes, Jack." 5. Charles: "Don't leave the door open, Mary." 6. The man: "Don't play on the grass, children." 7. Mother: "Don't take bread with a fork, Jim." 8. Father: "Don't come home late, Nick." 9. The gardener: "Don't pick flowers in the park, children." 10. Father: "Don't make noise while Granny is sleeping, boys".

**10. Change the following direct commands into indirect commands using the verbs tell, order, ask, beg, advise, remind, warn, etc.**

1. "Switch off the TV," he said to her. 2. "Shut the door, Tom," she said. 3. "Lend me your pen for a moment," I said to Mary. 4. "Don't watch late-night horror movies," I warned them. 5. "Don't believe everything you hear," he warned me. 6. "Please, fill up this form," the secretary said. 7. "Don't hurry," I said. 8. "Don't touch that switch, Mary," I said. 9. "Open the safe!" the raiders ordered the bank clerk. 10. "Please, do as I say," he begged me. 11. "Help your mother, Peter," Mr. Pitt said. 12. "Don't make too much noise, children," he said. 13. "Do whatever you like," she said to us. 14. "Don't miss your train," she warned them.

15. "Read it before you sign it," he said to his client. 16. "Do sing it again," he said. 17. "Don't put your hands near the bars," the zookeeper warned us. 18. "Buy a new car," I advised him. 19. "Don't drive too fast," she begged him. 20. "Don't lean your bicycles against my windows, boys," said the shopkeeper.

**11. Put the following into indirect speech, being careful to avoid ambiguity.**

1. "I couldn't get into the house because I had lost my key, so I had to break a window," he said. 2. "The mirror is there so that you can see yourself when you are dancing," the instructress told him. 3. "I wrote to him the day before yesterday. I wonder why he hasn't rung up," she said. 4. "If the ground is dry on the day of the race, my horse might win," said the owner. 5. "You'd better slow down. There's a speed limit here," she said to me. (Use *advise*.) 6. "They should put traffic lights here, otherwise there'll be more accidents," she said. 7. "It's time we began training for our next match," the coach said to them. 8. "If it rains this afternoon it will be too wet to play the match tomorrow," the captain said. 9. "We like working on Sundays because we get double pay," explained the builders. 10. He said, "I'm quite a good cook and I do all my own washing and mending too."

**12. Report the dialogue.**

A.: Have you heard that Jane cancelled her party next Friday?

B.: Yes, but I didn't hear why. What happened?

A.: She's going to New York. She has to see about something for her boss.

B.: Why did Jane plan the party? She knew all along about New York, didn't she?

A.: Yes, but she really isn't to blame. She thought the trip would be next week. Yesterday she was told to go this week.

B.: Too bad about the party, to say the least. The trip will do Jane good, though.

A.: And she can have the party when she returns.

B.: Frankly, I'm glad about the party. I'm up to my ears in work right now.

### ***13. Translate into English.***

1. Дивлячись на його розпатлане волосся, я запитав чи розчісується він хоча б інколи. 2. Медсестра увійшла до палати і запитала чи хворі добре себе почувають. 3. Мама поцікавилась чи я насправду не голодний. 4. Протягом польоту стюардеса постійно запитувала пасажирів чи не бажають вони чогось. 5. Джон запитав Мері чи згідна вона з ним одружитись. 6. Мама запитала мене, чому я повернулася так пізно, якщо уроки закінчились раніше ніж звичайно. 7. Журналістка поцікавилась у археологів, як довго вони ведуть розкопки цієї могили. 8. Мене запитали відколи я стала такою нервовою. 9. Уранці сусіди запитували один одного, чий собака гавкав усю ніч під вікнами. 10. Вона довго розповідала в усіх деталях яку аварію вона бачила на перехресті. 11. Я запитав, чому вона така бліда. 12. Сусідка сказала щоб ми не галасували під вікном. 13. Детектив наказав помічникам всюди стежити за підозрюваними. 14. Ми запитали його, як він провів вчорашній день. 15. Тітка запитала, як ми доїхали.

### ***14. Translate into English.***

1. Усі присутні казали їй, яка у неї гарна сукня, і вона відчувала себе втішеною. 2. Діти розповіли, що довго стояли біля клітки з мавпами і спостерігали за їхніми трюками. 3. Журі оголосило, що результати будуть повідомлені відразу після закінчення конкурсного концерту. 4. Капітан сказав, що як тільки він отримав сигнал біди, він одразу вирушив на місце катастрофи. 5. Він сказав, що не поїде за місто оскільки прогноз погоди був невтішний. 6. Він пробурмотів, що вона завжди втручається в його справи і дає нікому непотрібні поради. 7. Жінка сказала, що грабіжник погрожував їй ножем. 8. Вона зізналася, що не завжди була щира зі мною. 9. Він пообіцяв, що буде трусити дерево, поки всі яблука не впадуть. 10. Автомеханік сказав, що відремонтує нашу машину до сутінків. 11. Він сказав, що був дуже вдячний всім, хто прийшов привітати його з ювілеєм. 12. Я зізналась, що ця

пропозиція була для мене зовсім неочікуваною. 13. Вона сказала, що скоро засне, якщо не вип'є кави. 14. Студенти сказали, що професор часто буває зарозумілим, і тому вони люблять жартувати над ним. 15. Мама сказала, що прала блузку поки пляма не зникла.

## Introductory Verbs

Introductory verb	Direct speech	Reported speech
<b><u>+ to - inf</u></b>		
agree	“Yes, I’ll lend you some money.”	He agreed to lend me the money.
demand	“Give me the money.”	He demanded to be given the money.
offer	“Would you like me to help you?”	She offered to help me.
promise	I’ll return the dress to you as soon as possible.	She promised to return the dress to me as soon as possible
refuse	“No, I won’t fly with you to Paris”.	She refused to go to Paris with him.
threaten	“I’ll kill you”.	He threatened to kill her.
<b><u>+sb. + to inf</u></b>		
advise	“You should consult a doctor.”	She advised me to consult a doctor.
ask	“Could you carry my bag?”	She asked the stranger to carry her bag.
beg	“Please, don’t cut my hair.”	She begged not to cut her hair.
command	“Stop shooting.”	He commanded the soldiers to stop shooting.
invite	“Will you have lunch with me?”	He invited me to have lunch with me.
order	“Leave me alone!”	She ordered me to leave her alone.
remind	“Don’t forget to buy some	She reminded John to buy

warn	bread, John”. “Don’t swim near the sharks.”	some bread. She warned them not to swim near the sharks.
<b>+ gerund</b>		
admit	“Yes, I broke that vase.”	He admitted breaking / having broken the vase.
accuse sb. of	“You ruined my plans.”	He accused me of ruining / having ruined his plans.
apologize for	“I’m sorry I lost you key.”	He apologized for losing / having lost the key.
boast of/about	“I’m the bravest of all.”	He boasted of / about being the bravest of all.
complain to sb. of	“I’ve got a terrible headache.”	He complained to me of having a terrible headache.
deny	“I didn’t spoil the cake.”	He denied spoiling / having spoilt the cake.
insist on	“You must read the letter.”	She insisted on my reading the letter.
suggest	“Let’s have a drink.”	She suggested having a drink.
<b>+ that + clause</b>		
explain	“I don’t like him because he is clever.”	He explained that he didn’t like him because he was clever.
exclaim/remark	“What a rainy day it is!”	She exclaimed that it was a rainy day.
<p><b>Note:</b> <i>admit, advise, boast, insist, threaten, warn, remind, suggest</i> can also be followed by a <i>that-clause</i> in Reported Speech.</p>		
<p>E.g. He admitted that he had broken the vase. She suggested that they (should) have a drink.</p>		



She insisted that I (should) read the letter.

**1. Fill in the gaps with one of the introductory verbs from the list below in the past simple:**

agree, invite, warn, accuse, boast, complain, insist, explain, exclaim, remind, suggest, promise

1. "Will you come to the ball?" he said to her. He \_\_\_\_\_ her to go to the ball.

2. "I'm the best student in the school" he said. He \_\_\_\_\_ about being the best student.

3. "Yes, I'll lend you some money," he said to Jane. He \_\_\_\_\_ to lend Jane some money.

4. "What a beautiful dress she is wearing!" he said. He \_\_\_\_\_ that she was wearing a beautiful dress.

5. "He never buys me flowers!" she said. She \_\_\_\_\_ that he never bought her flowers.

6. "Let's go for a picnic," he said. He \_\_\_\_\_ going for a picnic.

7. "You stole the money," Tom said to Jim. Tom \_\_\_\_\_ Jim of stealing the money.

8. "Don't forget to hang out the washing," she said to me. She \_\_\_\_\_ me to hang out the washing.

9. "I promise I'll write to you," she said to him. She \_\_\_\_\_ to write to him.

10. "You must finish the report," she said to him. She \_\_\_\_\_ on his finishing the report.

11. "Don't touch the wet paint," Dad said to us. Dad \_\_\_\_\_ us not to touch the wet paint.

12. "There's nothing else I can do", he said. He \_\_\_\_\_ that there was nothing else he could do.

**2. Choose a verb from the box to complete each of the sentences below. Use each verb only once, and use its past simple form.**

complain admit suggest deny refuse offer agree promise
--

1. I'll give you a lift to the station if you want.

She ..... to give him a lift to the station.

2. Yes, OK. I'll lend you my car, but please be careful with it.

He ..... to lend him his car.

3. Yes, it was me: I broke the photocopier.

She ..... breaking the photocopier.

4. No, it wasn't me: I didn't break the photocopier.

She ..... breaking the photocopier.

5. I'll leave the office early tomorrow, and I'll be back home before 5 o'clock.

He ..... to be home before 5 o'clock.

6. This coffee is cold! Please bring me another!

She ..... that the coffee was cold.

7. Sorry, I won't help you with those invoices. It's your job, not mine.

She ..... to help with the invoices.

8. What about if we meet on Wednesday?

She ..... meeting on Wednesday.

**3. Make a new sentence with the same meaning using the reporting verb in brackets.**

1. "You shouldn't go into the water," said the coast guard. (advise against, using gerund)

2. "I'll go to France on holiday," said John. (decide, using infinitive)

3. "I think you should go to the dentist," Julie said to Tom. (advise, using infinitive)

4. "Watch out for the weak bridge," he said. (warn, using 'about')

5. "You should apply for the job," said Jack to Stella. (encourage, using infinitive)

6. "Okay, Keiko can go to the party," said Keiko's mum. (agree, using clause)
7. "The class will start later on Tuesdays," said the teacher to us. (explain, using clause)
8. "It's a great idea to go to the beach," said Maria. (recommend, using gerund)
9. "Don't cross the road there," she said to the children. (warn, using infinitive)
10. "I'll make the coffee!" said David. (insist + on)
11. "I'll study really hard for the exam," said Luke. (promise, using infinitive)
12. "This is where the station is," said Clara. (explain, using question word + clause)
13. "Right, let's buy the car in the morning!" we said. (agree, using infinitive)
14. "Don't forget that Lucy needs to go to the dentist," she said to me. (remind, using clause)
15. "How about having Indian food?" I said. (suggest, using gerund)
16. "I'll be early," I said to my mother. (promise, using clause)
17. "I'm sorry I forgot your birthday," said Amanda to me. (apologize, using clause)
18. "I'll leave at six pm!" John said. (decide, using clause)
19. "This is how we use the present perfect," said Amy. (explain, using question word + infinitive)
20. "Don't forget to buy milk!" said Antonio to Lucia. (remind, using infinitive)

***4. Paraphrase the following sentences using the appropriate introductory verb.***

1. "I'd go and see a doctor if I were you," Julie said to me.  
Julie ..... me to go and see a doctor.
2. "Can you come and help me with this box?"  
John ..... me to help him with the box.
3. "This is an exam Mr. Jenkins!!! Shut up now!!!"  
The headmaster ..... Mr. Jenkins to shut up.
4. "That road is very dangerous so just be very careful!"

His mother ..... him that the road was very dangerous and to be careful.

5. "Liverpool won the match last night."

The journalist ..... that Liverpool had won the match the previous night.

6. "Why don't we go and see that new film at the cinema."

Bill ..... going to see the new film at the cinema.

7. "I can come and look after the children tomorrow night."

Jane ..... to come and look after the children the following day.

8. "The lesson starts at six o'clock in the evening."

The teacher ..... us that the lesson started at six in the evening.

**5. Do the following task.** The Anglian bus company wants to stop its service between Manchester and Little Wittering village. An Anglian manager, Mr. Budge, is at a meeting in the village. Report what is said.

*Example: "The service is losing money." - Mr. Budge explained that the service was losing money.*

1. "Lots of people use the buses." Mr. Crane said that ...

2. "How can we get to town?" Mrs. Manston asked ...

3. "Most people in the village have got a car." Mr. Budge replied that ...

4. "You must keep quiet and listen, everyone!" The chairman told everyone ...

5. "What's going to happen to the school bus?" Mrs. Davis asked ...

6. "It will continue to run." Mr. Budge answered that ...

7. "The village needs a bus service." Mr. Rice said that ...

8. "Can you start your own service?" Mr. Budge wondered ...

9. "Can everyone please protest to the government?" Mr. Hepplestone asked everyone ....

**6. Report these subject-questions, change the tense if necessary.**

1. "Who's next, please?" - She wanted to know...

2. "What makes a noise like that?" - He wondered ...

3. "Which of you is waiting to see me next?" - The doctor asked ...

4. "Whose composition haven't we heard yet?" - The teacher asked us to tell her ...
5. "Who left this bag here?" - Tell me ...
6. "What caused accident?" - Can you explain ...
7. "Which newspaper carried the article?" - I'd like to know ...
8. "Whose painting will win the competition?" - I haven't any idea ...
9. "Which firms have won prizes for exports?" This article doesn't say ...
10. "Which number can be divided by three?" The teacher asked ...

**7. Write these sentences in another way using the introductory verbs.**

1. "I know you can do it. Take the exam again." 2. "The accident was all my fault." 3. "Shall we have a quiet evening at home?" 3. "There's no way I'm going on holiday with mum and dad." 4. "Oh please! Let me go to Sharon's party, mum." 5. "No, it wasn't me. I didn't eat the last chocolate biscuit." 6. "Those bags look very heavy. Can I give you a hand?" 7. "Could you tell me the way to the city centre?" 8. "Now don't forget to lock all the doors and windows." 9. "Would you like to come for lunch on Sunday?" 10. "Don't cross the road here. It's dangerous." 11. "That's very kind of you. What a lovely present!" 12. "If I were you, I'd be very careful what you say to her." 13. "I'll definitely get my hair cut this week." 14. "I'm so sorry I forgot about our appointment." 15. "What about going for a meal to that new Chinese restaurant?" 16. "Does anyone know who this car belongs to?" 17. "If I were you, I'd spend a year abroad before university." 18. "We can't go yet. I want to see every picture in the gallery before leaving." 19. "Careful! Don't touch those plates. They're very hot." 20. "It's disgusting! I'm not going to eat any more."

**8. Read the following dialogues and reproduce them in a written form.**

**Interesting**

*Poet:* I hope you have received the little volume of poems I ventured to send you?

*Hostess:* Oh yes, I have – it is charming. I wonder where I have put it?

*Young dreadful:* Under the leg of the table, mamma, to make it steady.

### **Puzzling**

*Lady:* Do you know that ugly gentleman sitting opposite to us?

*Gentleman:* That is my brother, madam.

*Lady (in confusion):* Ah, I beg your pardon, I haven't noticed the resemblance.

### **I Haven't Met One Yet Worth Meeting**

*Percy:* How do you do, Miss Vera? You are the first person I've met this morning at all that is worth meeting.

*Vera:* Then you have been more fortunate than I! I haven't met one yet!

**9. Read the following dialogues and reproduce them in the indirect speech.**

### **A Friend in Need is a Friend Indeed**

"I'm short of money," said Mr. Campbell. "I've written a book and I may get some next month. Could you lend me a hundred dollars?"

Mr. McDonald answered: "As soon as I'm back from London, you will get it!"

"So you're going to London?!"

"No, I'm not."

### **You Should Have But You Didn't**

A Scottish boy came up to his father and said proudly: "Look here, Dad! Today I managed to save six shillings!"

"Good boy," answered the Scotsman, "now tell me how you did it."

"It was very simple, I hung on to a bus and I didn't pay my fare!"

"How silly of you!" cried the father, "You should have hung on to a taxi. You would have saved seven shillings!"

## Self-Study Exercises

### *Exercise 1. Choose the correct variant.*

1. The teacher promised \_\_\_\_ .

- A) that we can learn three English songs
- B) if we learn three English songs
- C) we would learn three English songs
- D) whether we would learn three English songs
- E) who will learn three English songs.

2. Bill: “Have you seen any interesting comedy lately, Nancy?” Bill asked Nancy \_\_\_\_ .

- A) if he will see an interesting film
- B) if he saw an interesting comedy lately
- C) what comedy Nancy saw lately
- D) if she had seen any interesting comedy lately
- E) if she would see an interesting comedy

3. Nick: “Did you see a bird in the tree?” Nick wonders \_\_\_\_ in the tree.

- A) if I saw a bird
- B) that I saw a bird
- C) if I had seen a bird
- D) whether I see a bird
- E) if I have seen a bird

4. Dick to Lucy: Have you received my telegram ? Dick asked if \_\_\_\_ .

- A) Lucy had received his telegram
- B) Lucy has received his telegram
- C) Lucy would receive his telegram
- D) Lucy will receive his telegram
- E) Lucy received his telegram

5. Ann: Write down my address. Ann asked me \_\_\_\_ .

- A) he wrote down my address
- B) to write down her address
- C) he had written her address
- D) she writes down her address
- E) she wrote down his address

6. He said, “I’m very busy today.” He said \_\_\_\_ .

- A) he had been very busy that day
- B) he is very busy today
- C) he was very busy that day
- D) I’m very busy today
- E) I had been very busy that day

7. Lena said, “Where have you been yesterday?” Lena asked \_\_\_\_ .

A) where she had been the day before B) where she had been yesterday  
C) where she was the day before D) where she could be the day before E) where she hasn't been before

8. He thought: "What am I going to do?" He thought \_\_\_\_ .

A) what was he going to do B) what he was going to do C) what he is going to do D) it he was going to do E) what is he going to do

9. Mother asked me \_\_\_\_ .

A) why I have spent all the money B) that I had spent all the money C) if I had spent all the money D) when I spend all the money E) if I will spend all the money

***Exercise 2. Mark the appropriate variant.***

1. "Don't play in the street!"

A) My mother told me don't play in the street B) My mother said to play in the street C) She asked me to play in the street D) My mother told me not to play in the street E) My mother said I should play in the street.

2. Ann: "Is your sister good at English?" Ann asked me \_\_\_\_ .

A) that my sister is good at English B) if my sister was good at English C) whether my sister is good at English D) my sister is good at English E) her sister was good at English

3. Tom: "Don't forget to bring my book, Ann." Tom asked Ann: \_\_\_\_ .

A) that she didn't forget to bring his book B) that she doesn't bring his book C) not to forget to bring his book D) not to forget to bring her book E) if she didn't forget to bring the book

4. Mother: "We are going to have supper." Mother says \_\_\_\_ .

A) they are going to have supper B) they were going to have supper  
C) that they would have supper D) they won't have supper E) they haven't had supper yet

5. Jack said: "I was at home yesterday." Jack said \_\_\_\_ .



A) he was at home B) Jack said he was at home the day before C) he will be at home D) he had been at home a week ago E) he had been at home the day before.

6. "Do you go in for sports?" he asked. He asked \_\_\_\_ .

A) he went in for sports B) if I went in for sports C) if I'll go in for sports D) I should go in for sports E) if I had gone in for sports

7. "Will Tom help me?" she said. She asked \_\_\_\_ .

A) will Tom help her B) if Tom would help her C) whether he will help her D) whether would he help her E) that Tom would be helping her

***Exercise 3. Choose the correct variant.***

1. Peter said, "Alice, are you busy now?" Peter asked Alice \_\_\_\_ .

A) she was busy B) if she was busy then C) she would be busy D) if she wasn't busy then E) if she is busy

2. My sister said: "I hope we shall go on an excursion to the lake". My sister said that \_\_\_\_ on an excursion to the lake".

A) she hopes we will go B) she didn't hope that we shall go C) she hoped they would go D) she hoped we were going E) she hoped we can go

3. Jim and Julia have been in the restaurant for an hour and they have not been served yet. Julia is angry. "You said \_\_\_\_ a good place."

A) it is B) it has been C) it will be D) it was E) it can't be

4. "Did you work at a factory 3 years ago?" she asked her friend. She asked her friend if she \_\_\_\_ .

A) worked at a factory 3 years ago B) had worked at a factory 3 years before C) really worked at a factory 3 years before D) work at a factory E) worked at a factory for 3 years

5. She said she \_\_\_\_ her friend for ages.

A) didn't B) hadn't seen C) hasn't seen D) doesn't see E) saw

6. He asked her "Did anybody call this morning?" He asked her \_\_\_\_ .

A) if anybody called this morning B) if somebody had called that morning  
C) if somebody called that morning D) who called that morning E) had called anybody that morning

7. Teacher: "Tom, read the story, please". Teacher asked Tom \_\_\_\_ .

A) to read the story B) read the story C) that he reads it D) whether he reads the story E) it he read the story

***Exercise 4. Mark the appropriate variant.***

1. He said "I met him in 1950." He said \_\_\_\_ .

A) I met him in 1950 B) he had been met by him in 1950 C) he used to meet him in 1950 D) he had met him in 1950 E) he was meeting him in 1950

2. Jane asked Bob: "What did you buy yesterday?" Jane asked Bob what \_\_\_\_ .

A) he would buy the next day B) he bought yesterday C) he had bought the day before D) he has just bought E) his friend had already bought

3. He said, "I do not want to see this film." He said that \_\_\_\_ .

A) he did not want to see that film B) he doesn't want to see a film C) he didn't want to see this film D) he wanted to see that film. E) not to see that film.

4. He says "What do the pupils study?" He asks \_\_\_\_ .

A) what do the pupils study B) what the pupils study C) what the pupils studied D) what the pupils have studied study E) whether the pupils study something.

5. My mother told me \_\_\_\_ .

A) did not go there B) that I can go there C) not to go there D) not going there E) let not go there

6. The director wondered \_\_\_\_ .

A) if I know English B) If I knew English C) he knows English D) how I know English E) who has known English

7. Mary says, "I clean my room every day." Mary says that \_\_\_\_ .

A) I clean her room every day B) she cleans my room every day C) she cleaned her room every day D) she cleans her room every day E) her room was cleaned every day

**Exercise 5. Choose the correct variant.**

1. "Have you seen my daughter?" a woman is asking her neighbor. A woman is asking her neighbor \_\_\_ her daughter.

A) has she seen B) have I seen C) if she has seen D) if they have seen E) have you seen

2. He \_\_\_ me if I \_\_\_ a taxi yesterday.

A) will ask / takes B) ask / take C) is asking / shall take D) asked / had taken E) will ask / take

3. She asked in surprise \_\_\_ .

A) if he had really read all the books B) if this is what her mother buys her C) if the cafe is still open D) whether I have already read his article E) did she caused much trouble

4. The doctor asked his nurse \_\_\_ .

A) when is she going to give the medicine to the B) if she would come in time the following day C) if the patient prepared for the operation D) if the tests are ready for applicants E) when the patient feels asleep tell me

5. They \_\_\_ us that they \_\_\_ from their families for more than a year.

A) tell / were not hearing B) would be told / hear C) had told / don't hear D) told / had not heard E) told / will be hearing

6. Teachers always tell their pupils \_\_\_ .

A) not to cross street when the traffic light is red B) doesn't cross the road on red traffic light C) don't ask many questions if they are not D) when they come to the lesson E) they helped their parents

7. I wondered \_\_\_\_ .

A) if the train had come on time B) had the train come on time C) whether the train comes on time D) if the train will come on time E) when the train is due to come

### Passive Voice

The passive form of an active tense is formed by putting the verb **to be** into the same tense as the active verb and adding **the past participle of the active verb**. The subject of the active verb becomes the “agent” of the passive verb. The agent is very often not mentioned. When it is mentioned, it is preceded by *and* placed at the end of the clause:

*This tree was planted by my grandfather.*

Tense Form	Active Voice	Passive Voice
Simple Present	keeps	is kept
Present Continuous	is / am / are keeping	is / am / are being kept
Simple Past	kept	was / were kept
Past Continuous	was / were keeping	was / were being kept
Present Perfect	have / has kept	have / has been kept
Past Perfect	had kept	had been kept
Future	will keep	will be kept
Future Perfect	will have kept	will have been kept
Modals	can, may, must...	can, may, must + be +kept

There are some rules to remember:

1. Future Continuous, Present Perfect Continuous, Past Perfect Continuous, Future Perfect Continuous are not found in the Passive.

2. In colloquial speech, *get* is, sometimes, used instead of *be*:

The eggs got (= were) broken.

3. In theory a sentence containing a direct and an indirect object, such as *Someone gave her a bulldog*, could have two passive forms:

*She was given a bulldog. A bulldog was given to her.*

The first of these is much more usual, the indirect object usually becomes the subject of the passive verb.

4. Interrogative verbs in active questions about the object become affirmative verbs in passive questions:

Active *What did they steal? (interrogative)*

Passive *What was stolen? (affirmative)*

Conversely, affirmative verbs in active questions become interrogative verbs in passive questions:

Active *Who painted it? (affirmative)*

Passive *Who was it painted by? (interrogative)*

Other types of questions require interrogative verbs in both active and passive:

Active *When / Where / Why did he paint it?*

Passive *When / Where / Why was it painted?*

5. When we are reporting speech (e.g. The press said he was innocent) and we don't want to mention the person whose words are being reported, or we want to describe an impersonal or general feeling, we can use a passive form of the reporting verb. There are two patterns:

- subject + passive verb + to + infinitive:

*He was said to be innocent. He was asked to leave.*

- it + passive verb + that clause:

*It was said that he was innocent.*

We use the same pattern with *it* when reporting decisions and general feelings: *It was decided/agreed/felt that it would be too costly to take the case to trial.*

*Let* in passive is used without *to*:

Active *They let us go.*

Passive *We were let go.*

Certain verbs describing states, such as *have* (= own), *be*, *belong*, *lack*, *resemble*, *seem*, cannot be made passive:

*A Ferrari is had by John. John has a Ferrari.*

Verbs followed by *to* + infinitive usually cannot be made passive:

~~*Your questions are refused to answer.*~~ *I refuse to answer your questions.*

Verbs of wanting and liking, e.g. *want*, *love*, *hate* + object + infinitive cannot be made passive:

~~*He was wanted to leave.*~~ *She wanted him to leave.*

## **2. The Use of the Passive Voice**

The passive is used:

1. When it is not necessary to mention the doer of the action as it is obvious who he is/was/will be:

*The rubbish hasn't been collected. The streets are swept every day.*

2. When we don't know, or have forgotten who did the action:

*The minister was murdered. My car has been moved!*

3. When the subject of the active verb would be "people":

*He is suspected of receiving stolen goods. (People suspect him of ...)*

4. When the subject of the active sentence would be the indefinite pronoun *one*:

*One sees this sort of advertisement everywhere.* can usually be expressed:  
*This sort of advertisement is seen everywhere.*

5. When we are more interested in the action than the person who does it.

*The house next door has been bought (by a Mr. Jones).*

If, however, we know Mr. Jones, we would use the active:

*Your father's friend, Mr. Jones, has bought the house next door.*

6. The passive is sometimes preferred for psychological reasons.

*Tom, who suspects Bill of opening his letters, may say tactfully:*

*"This letter has been opened!"* instead of *"You've opened this letter!"*

3. Prepositions with passive verbs.

As already noted, the agent, when mentioned, is preceded by **by**:

Active *Duffy painted this picture.*

Passive *This picture was painted by Duffy.*

Active *What makes these holes?*

Passive *What are these holes made by?*

When **a verb + preposition + object combination** is put into the passive, the preposition will remain immediately after the verb:

Active *We must write to him.*

Passive *He must be written to.*

**Verb + preposition/adverb combinations:**

Active *They threw away the old newspapers.*

Passive *The old newspapers were thrown away.*

Active *He looked after the children well.*

Passive *The children were well looked after.*

**Exercises**

**1. PAIR WORK. Answer the quiz questions using the passive and by + agent.**

*Example: Who invented radio? Bell, Edison or Marconi? I'm not sure but I suppose that it was invented by Marconi.*

1. Who won the World Cup at football in 1982? (Brazil, Italy or West Germany) 2. Who wrote stories about a French detective called Maigret? (Agatha Christie, Ellery Queen or Georges Simenon) 3. Who killed Martin Luther King? (John Wilkes Booth, Lee Harvey Oswald or James Earl Ray) 4. Who invented television? (John Logie Baird, Alexander Graham Bell or Thomas Edison) 5. Who built the pyramids? (The Egyptians, the Greeks or the Romans) 6. Who directed the film Gandhi? (Attenborough, Fassbinder or Hitchcock) 7. Who spoke the words "To be or not to be"? (Alexander, Hamlet or Julius Caesar) 8. Who played James Bond in the first Bond film? (Sean Connery, George Lazenby or Roger Moore)

**2. Rewrite the sentences in the passive omitting the words in brackets.**

1. (Everyone) knows this fact very well. 2. (They) opened the theatre only last month. 3. (People) will soon forget it. 4. (You) must write the answers in ink. 5. (Someone) has taken most of my books. 6. (We) have already filled the vacancy. 7. What should (one) do in such case? 8. Did (they) say anything interesting? 9. Did (no one) ever make the situation clear to you? 10. (One) should keep milk in a refrigerator. 11. (I) don't think anyone can do it. 12. (They) would undoubtedly have killed him. 13. (They) are now manufacturing this type of computer in many countries. 14. Has (someone) made all the necessary arrangements? 15. Fortunately, (no one) had said anything about it.

**3. Complete the sentences with the passive constructions using the verbs given and the forms suggested.**

1. He (save) from bankruptcy by the kindness of a friend. (Past Simple) 2. A great deal of research (do) into the possible causes of cancer. (Present Progressive) 3. The worker claimed that he (victimize) by his employers. (Past Progressive) 4. It (think) that the Government would do something to help. (Past Perfect) 5. Three hundred new houses (build) by the end of next year (Future Perfect) 6. Customers (ask) to ensure that they (give) the correct change before leaving the shop. (Present Simple, Present Perfect) 7. Much of London (destroy) by fire in the 17th century. (Past Simple) 8. The men who (bite) a snake (give) a serum. (Past Perfect, Past Simple) 9. Many slums (demolish) to make way for new buildings. (Present Progressive) 10. The police (instruct) to take firm actions against hooligans. (Present Perfect)

**4. Change the following sentences from active to passive voice.**

1. Somebody calls the president every day. 2. John is calling the other members. 3. Martha was delivering the documents to the department. 4. The delegates had received the information before the recess. 5. The teacher should buy the supplies for this class. 6. The fire has caused considerable damage. 7. The company was developing a new procedure before the bankruptcy hearings began.



8. John will have received the paper by tomorrow. 9. Somebody will call Mr. Watson tonight.

**5. Put the verbs into the passive voice, do not mention the agent, unless it seems necessary.**

1. They haven't stamped the letter. 2. They didn't pay me for the work. 3. He escaped when they were moving him from one prison to another. 4. She didn't introduce me to her mother. 5. They threw away the rubbish. 6. A Japanese firm makes these television sets. 7. An earthquake destroyed the town. 8. A machine could do this much more easily. 9. Visitors must leave umbrellas and sticks in the cloakroom. 10. We have to pick the fruit very early in the morning. 11. The police shouldn't allow people to park there. 12. They are watching my house. 13. The examiner will read the passage three times. 14. They searched his house and found a number of stolen articles. 15. Nobody has used this room for ages. 16. They took him for a Frenchman as his French was so good. 17. They brought the children up in Italy. 18. They have taken down the For Sale notice, so I suppose they have sold the house. 19. Someone broke into his house and stole a lot of his things. 20. We have warned you about the danger. 21. A lorry knocked him down. 22. They returned my keys to me; someone had picked them up in the street. 23. They handed round coffee and biscuits.

**6. Rewrite these sentences in the passive, pay attention to the verb + preposition/adverb combinations.**

1. The government has called out troops. 2. We called in the police. 3. They didn't look after the children properly. 4. Everyone looked up to him. (agent required) 5. All the ministers will see him off at the airport. (agent required) 6. He hasn't slept in his bed since the fire. 7. They threw the toy out as it was broken. 8. They will adopt a different attitude. 9. Her story didn't take them in. (agent required) 10. Burglars broke into the house. 11. They took down the notice. 12.

They frown on smoking here. 13. The crowd shouted him down. 14. People often take him for his brother. 15. No one has taken out the cork.

**7. Supply suitable active and passive forms in these sentences using the verbs in brackets.**

1. It isn't clear how far the ozone layer (damage) ... by aerosol sprays. It may be possible to tell whether the hole over the Antarctic (widen) ... after the area (investigate) ... high-flying planes.

2. These days, even the most remote places on earth (visit) ... by tourists. Package tours (can/arrange) ... for almost anywhere, from the Himalayas to the Amazonian jungle.

3. We (constantly remind) ... of the way the world (become) ... smaller when events taking place in different parts of the globe (flash) ... on our television screens. 4. If you (involve) ... in a car accident and someone (hurt) ... , you (have to) ... report the matter to the police. If only the vehicles (damage) ... drivers should exchange names and addresses.

4. Today minerals (form) almost half of Australia's exports. 5. Australia also (export) lots of wood, meat, butter, fruit and wine. 6. Many of these products (export) to the Pacific countries, especially Japan and the West of the USA. 7. Australia (discover) as a market for American products at the end of the 18th century. 8. The first products from the USA (arrive) in Australia in 1792. 9. Today Australia mainly (import) machines and computer equipment from the USA.

**8. Turn the following sentences into the active voice. Where no agent is mentioned, one must be supplied.**

*Example: School notice: This door must be kept shut. - Students must keep this door shut.*

1. It is now 6 a.m. and at most of the hospitals in the country patients are being wakened with cups of tea. 2. Byron is said to have lived on vinegar and potatoes. 3. This notice has been altered. 4. Last year a profit of two million

pounds was made in the first six months. 5. Evening dresses will be worn. 6. The ship was put into quarantine and passengers and crew were forbidden to land. 7. This scientific theory has now been proved to be false. 8. The house where the dead man was found is being guarded by the police. 9. Why wasn't the car either locked or put into the garage. 10. For a long time, the earth was believed to be flat. 11. This copy hasn't been read. The pages haven't been cut. 12. The stones were thrown by a student, who was, afterwards, led away by the police. 13. Carrier pigeons are said to have been used by early Egyptian and Greek sailors. 14. The referee was being escorted from the football field by a strong police guard.

**9. Insert the missing part of the analytical form of the verb (Passive or Active).**

1. An interesting article ... published in the next issue of the magazine. It ... published by the 1st of May. It ... not ... published yet. It ... written now. The author of the article ... working at it for two months. When ... his preceding article published? It ... not yet ... published by June. It ... discussed when I came to the sitting of the chair. They ... discussing it for more than an hour before a certain resolution ... arrived at.

2. My room ... not ... papered since the new furniture ... bought. I think it must ... papered this spring. My neighbor's room ... papered now. The paper-hanger ... working for two days. He says the work ... finished soon. It ... finished by the next month. I shall ask my friend not to come to my place when my room ... papered.

3. Who ... this cushion ... embroidered by? It ... embroidered by my sister last year. She ... embroidering it for more than two months before the work was finished. ... any other cushions ... embroidered in the same way? I don't think so, my sister is too busy now.

**10. Translate into English.**

1. Кожний буде насолоджуватись цими квітами. 2. Його виступ побачать сотні людей. 3. Про це шоу будуть писати у всіх газетах. 4. Ваше

питання буде розглянуте до наступного засідання. 5. Власниками цього заводу тепер будуть американці. 6. На квіти для прикрашення зали з нагоди нашого весілля буде витрачено багато грошей. 7. Біля виходу на нього чекають журналісти. 8. Не турбуйся, посуд вже миють. 9. Саме зараз на зборах обговорюється питання фінансування цього проекту. 10. На стадіоні вручають призи кращим гравцям. 11. У кімнаті поруч репетирують нову п'єсу. 12. Не потрібно їй телефонувати. Телеграму вже відправлено. 13. Поки сукню приміряли, ми купалися. 14. Підлога фарбувалася всю минулу п'ятницю. 15. Коли вчитель увійшов, учням пояснювали правила.

### ***11. Translate into English.***

1. Її вже дві години шукають. 2. Чому зараз про нього всюди говорять? 3. Що це вам тут показують? 4. Про цю людину швидко забули. 5. Під час подорожі кожному туристу видавали карту. 6. Над його жартом довго сміялись. 7. Кого попросили принести крейду? 8. Як буде використовуватись цей спортзал? 9. Останнім часом у цьому будинку не живуть. 10. Я бачу, що в цьому ліжку сьогодні не спали. 11. Коштовності підібрані зі смаком. 12. Перш ніж приїхало таксі, речі спакували. 13. Вони прийшли, коли вечерю вже з'їли. 14. Дівчинку пригостили смачним обідом. 15. За що йому дякують? 16. Йому вже доповіли, що він виступає першим. 17. Шлюби укладаються на небесах. 18. Вас зацікавила ця ідея? 19. Не хвилюйся, за дітьми доглянуть. 20. Будинок перефарбували перш ніж він повернувся. 21. Кажуть, що він повернувся. 22. Її роздратували. 23. Навіщо дитину залишили саму? 24. Ким було написано цей лист? 25. Йому подобається, коли до нього звертаються "сер".

### ***12. Read the following stories and comment on the use of passive forms.***

***Reproduce the stories.***

#### **The Only Reason**

Smedley was filling out an application form. He came to the question "Have you ever been arrested?"

His answer was “No”.

The next question, intended only for those who answered “Yes”, was “Why?”

Smedley answered: “Never got caught.”

### **Fine Crop**

An enthusiastic gardener was proud of his crop of very large currants. Several of his friends after admiring the fruit, advised him to send some of them to the local agricultural show. He sent a fine plate of currants, but was disappointed when they won only the third place.

He found out afterwards that a mistake had been made. They had been placed in the tomato class.

### **Money Back**

In taking his wife and baby into the cinema, a man was warned that if the child caused any disturbance they would be asked to leave the place and their money would be returned.

Halfway through the performance the man nudged his wife.

“What do you think of it?” he whispered.

“Not much,” she replied.

“Neither do I,” said he. “Pinch the child, please.”

### **Two Rules**

As the train pulled up at the wayside station, the guard noticed smoke pouring out of a compartment labeled “No Smoking”. Opening the door, he eyed the six guilty-looking passengers seated inside.

“Gentlemen,” he remarked, “there are two rules on this line which are repeatedly broken. First, that smoking is forbidden in carriages not set aside for that purpose. Second, that the company’s servants may not accept bribes. You have already broken one of these rules.”

### To have/get something done

- We use *to have something done* to say that we arrange for somebody else to do something for us. E.g. *Mary had her new dress made last week (= she arranged for somebody else to make it).*
- We can also use *to get something done* instead of *to have something done* (mainly in informal spoken English). E.g. *When are you going to get your kitchen whitewashed? (= to have the kitchen whitewashed).*
- *To have something done* and *to get something done* can be used in different tense forms. E.g. *Jane is having her hair cut now. I have had my watch repaired this week. Tom said that he had had his article printed.*

Present Simple	He <i>cleans</i> the house.	He <i>has the house cleaned</i> .
Present Continuous	He <i>is cleaning</i> the house.	He <i>is having the house cleaned</i> .
Past Simple	He <i>cleaned</i> the house.	He <i>had the house cleaned</i> .
Past Continuous	He <i>was cleaning</i> the house.	He <i>was having the house cleaned</i> .
Future Simple	He <i>will clean</i> the house.	He <i>will have the house cleaned</i> .
Future Continuous	He <i>will be cleaning</i> the house.	He <i>will be having the house cleaned</i> .
Present Perfect	He <i>has cleaned</i> the house.	He <i>has had the house cleaned</i> .
Present Perfect Continuous	He <i>has been cleaning</i> the house.	He <i>has been having the house cleaned</i> .
Past Perfect	He <i>had cleaned</i> the house.	He <i>had had the house</i>

		<i>cleaned.</i>
Past Perfect Continuous	He <i>had been cleaning</i> the house.	He <i>had been having the house cleaned.</i>
Infinitive	He must <i>clean</i> the house.	He <i>must have the house cleaned.</i>
Gerund	It's <i>worth cleaning</i> the house.	It's worth <i>having the house cleaned.</i>

***Exercise 1. Do the following task.***

Mark and Jane are going to buy a house. It's quite cheap, but it isn't in a very good condition, so they've had a report made on it. In the report there's a list of what they'll have to do to the house. They've ticked the things they can do themselves. Say which jobs they can do and which they'll need to have done by someone else.

*Examples: They can clear the gutters themselves, but they'll need to have the roof repaired.*

Summary of the work needed

- ❖ clear the gutters. ✓
- ❖ repair the roof.
- ❖ re-build the garage wall.
- ❖ replace the broken glass. ✓
- ❖ lay a new floor in the dining-room.
- ❖ repair the bedroom ceiling. ✓
- ❖ put in a new kitchen window.
- ❖ paint the outside of the house. ✓
- ❖ decorate all the rooms. ✓
- ❖ check the electrical wiring.

***PAIR WORK. Say which of the jobs in the list you would do yourself and which you would have done by someone.***

**Exercise 2. PAIR WORK.** *With your partner, discuss what you can have done at these places.*

- |                   |                           |
|-------------------|---------------------------|
| △ a laundry       | △ a dentist's             |
| △ a hairdresser's | △ a dry cleaner's         |
| △ a garage        | △ a photographer's studio |

**Exercise 3.** *Fill the gaps with have and the verb in brackets in their correct forms.*

1. We ... the roof ... last year. It cost us a packet. (repair)
2. Anne ... her hair ... every Friday afternoon. (do)
3. I ... the brakes ... three times a year. (check)
4. I ... my hard drive ... for a bigger one last week. (change)
5. You don't think Liv Tyler's beautiful?! You should ... your eyes ... . (test)
6. Your cat's coughing. You need ... it ... for parasites. (treat)
7. I normally ... my suit dry ... before parties. (clean)
8. Have you ... the photo I gave you yesterday ... yet? (frame)
9. The house is in chaos. We're ... a new kitchen ... in. (put)
10. After the plague of fleas, the boss ... the office ... . (disinfect)

**Exercise 4.** *Replace the phrase underlined with the structure have something done.*

1. I hardly recognize Sheila. The hairdresser's dyed her hair.
2. I've been getting a lot of annoying phone calls, so the telephone company is going to change my number.
3. Gabrielle broke her leg six weeks ago but she's much better now. In fact the doctors will be taking the plaster off tomorrow.
4. Since Ron made a lot of money, he is not content with this little cottage, so an architect's designed him a fine new house.
5. This room gets too hot when the sun shines so I'm getting someone to fit blinds on the windows.



6. I heard that Mrs. Green didn't trust her husband so she hired a detective to follow him.

7. We don't really know what Shakespeare looked like. I wish he had asked someone to paint his portrait before he died.

8. My sister had always been self-conscious about her nose so she decided to go to a clinic for an operation which will straighten it.

***Exercise 5. Paraphrase the following sentences using the construction have something done.***

1. We ask someone to check the accounts every month. We \_\_\_\_\_ every month.
2. Someone sends the money to my bank account in London. I have \_\_\_\_\_ to my bank account in London.
3. My stereo isn't working properly. It needs cleaning. I'm going to \_\_\_\_\_ .
4. My camera's being repaired at the moment. I'm \_\_\_\_\_ at the moment.
5. Someone delivers the newspapers. We \_\_\_\_\_ .
6. Someone cleaned the carpets every year. I \_\_\_\_\_ every year.
7. Their house need painting. They are going to \_\_\_\_\_ .
8. I think it's time to service the car. It's time to \_\_\_\_\_ .
9. I don't like the office curtains. I'm going to ask someone to change them. I think I'll \_\_\_\_\_ .
10. There's something wrong with the computer. I think I'll \_\_\_\_\_ .

***Exercise 6. Complete the sentences and make clear that the people don't / didn't do it themselves. (The first sentence is given as an example.)***

*Example: Yesterday, (I / cut / my hair)      I had my hair cut.*

1. Every Friday, (Joe / wash / his car).
2. Tomorrow, (she / repair / her shower).
3. Each Saturday, (we / deliver / a pizza) to our home.
4. Last year, (Bob / clean / his house) by a charwoman.

5. As Phil had a broken arm, (he / type / his texts) by his secretary.
6. (I / pick up / the goods) tomorrow in the afternoon.
7. (We / redecorate / our walls) last summer.
8. Whenever Clara is staying at this hotel, (she / carry / her bags) into her room.
9. (We / organise / our last party) by professionals.

***Exercise 7. Finish the sentences with 'have something done' in the correct form. Translate the sentences into Ukrainian.***

1. Why does he ..... ? (all his shoes/ make)
2. I can't read Greek so I am ..... (the documents/ translate)
3. The house was damp so last winter we ..... (central heating/ install)
4. The hall was dark so last year we ..... (another window/ put in)
5. He went to a garage to ..... (the puncture/ mend)
6. If you hate cleaning fish, why don't you ..... at the fishmonger's? (it/ clean)
7. He didn't like the colour of the curtains so he ..... (them/ change)
8. Your roof is leaking, you should ..... (it/ repair)
9. That tooth is giving you a lot of trouble. You should ..... (it/ take out)

***Exercise 8. Rewrite the sentences using 'have/get something done'. Translate the sentences into Ukrainian.***

*Example: I'm going to get the shoemaker to mend my shoes.*

*I'm going to have/get my shoes mended.*

1. They are going to get an architect to design their new house.
2. She wanted to get a dressmaker to alter her dress.
3. We were thinking of getting the gardener to cut the grass.
4. You really must get someone to test your eyes.
5. I'd really like to get someone to repaint my car, but I can't afford it.
6. Can't you get someone to do the translation?
7. I'm glad to say the Council are getting someone to mend the road.

***Exercise 9. Translate into English.***

1. Їй відремонтують будинок наступного року. 2. С'юзі щотижня роблять манікюр і педикюр в одному з відомих салонів краси у центрі міста. 3. Мій чоловік хоче щоб йому відремонтували машину. 4. Дітям щорічно роблять профілактичні щеплення від різних хворіб. 5. Минулого року нам почистили димохід та відремонтували вентиляційну систему в будинку. 6. Поглянь, дівчині шиють плаття. 7. У мого чоловіка жахливий зубний біль, я думаю завтра йому нарешті вирвуть зуб. 8. Моїй тітці не подобався колір стін її будинку тому їх зараз перемальовують. 9. Кожного місяця його рахунки перевіряються. 10. Зараз йому переустановлюють програмне забезпечення.

## Self-Study Exercises

### *Exercise 1. Passive voice. Choose the correct variant.*

1. The Remembrance Day and the Veteran's Day \_\_\_ on the 11th of November every year.

A) celebrated B) are celebrated C) will be celebrated D) was celebrated E) is celebrated

2. I hope that the truth \_\_\_ very soon.

A) will find out B) will be finding out C) is found out D) will be found out E) shall find out

3. Everything \_\_\_ before you came.

A) is done B) was done C) has done D) had been done E) has been done

4. -Did the company test the equipment yesterday? -Yes it \_\_\_\_\_.

A) has tested B) had been tested C) had tested D) was tested E) tested.

5. People go to the tomb of the Unknown Soldier to stand in silence for a minute to honor the memory of those who \_\_\_ in wars.

A) is killed B) will be killed C) was killed D) are killed E) were killed

6. The sports competitions which \_\_\_ on Sunday \_\_\_ by a lot of people.

A) are held / will be visited B) was held / will visit C) will held / will visit D) have been held / have visited E) will be held / will be visited

7. The inspector is not in the town. He \_\_\_ to another place some days ago.

A) was sent B) sent C) will be sent D) will send E) sends

8. This story \_\_\_ to everybody as the name of the first space pioneer \_\_\_ in the heart of people all over the world.

A) knows / lives B) knew / lived C) is known / is lived D) is known / lives E) knows / is lived

9. The business letter \_\_\_ just \_\_\_ .

A) is / written B) has / been written C) was / written D) were / written  
E) is / going to write

10. Business letters \_\_\_ usually on special forms.

A) will be written B) are written C) are being written D) is written E)  
write

11. Sometimes a lot of guests \_\_\_ to his birthday party.

A) had invited B) was invited C) were inviting D) are invited E) is  
inviting

12. The business letters \_\_\_ tomorrow.

A) are sent B) is sent C) will be sent D) will send E) would be sent

***Exercise 2. Mark the appropriate variant.***

1. All the business letters \_\_\_ yesterday. They \_\_\_ to the post office  
immediately.

A) answered / take B) were answered / took C) are answered / were taken  
D) answered / took E) were answered / were taken

2. The special information \_\_\_ in an hour or so, that's why it \_\_\_ in the  
newspapers yesterday.

A) brings / didn't publish B) will bring / don't publish C) will be brought  
/ wasn't published D) will be brought / didn't publish E) brought / wasn't  
published

3. Houses \_\_\_ very quickly now.

A) builds B) are building C) built D) are built E) were built

4. In 1834 the Houses of Parliament with the exception of  
Westminster Hall \_\_\_ by fire, they \_\_\_ later.

A) destroyed / was rebuilt B) was being destroyed / rebuilt C) were  
destroyed / were rebuilt D) is destroyed / has been rebuilt E) destroys / rebuilds

5. You can't use this textbook now. It \_\_\_ by your friend.

A) takes B) has been taken C) took D) were taken E) had taken

6. Many modern apartments \_\_\_ in Berlin since 1980.

A) are built B) are building C) were built D) have been built E) has been built

7. The new film \_\_\_ in all the big theatres of the city.

A) is demonstrated B) was being demonstrated C) is being demonstrated D) would be demonstrated E) had been demonstrated

8. Nobody likes \_\_\_ for at night.

A) be sent B) is sent C) was sent D) to be sent E) sent

9. I \_\_\_ that I \_\_\_ at the station at 5.

A) was told / should be met B) told / is being met C) tells / am met D) am told / was met E) will be told / would be met

10. Heroes \_\_\_ by people because they served their people and their country.

A) is remembered B) was remembered C) are remembered D) had been remembered E) would be remembered

11. By the time we came to the bookshop all books \_\_\_

A) are sold B) were sold C) had been sold D) are being sold E) is being sold

12. Don't touch the door, it \_\_\_ just \_\_\_ .

A) is / being painted B) has / been painted C) is / painted D) will / be painted E) would / be painted

***Exercise 3. Choose the correct variant.***

1. Scientific articles \_\_\_ often \_\_\_ in this paper.

A) to be / published B) are / being published C) are / published D) have / published E) are / publish

2. The fugitive \_\_\_ from prison to prison in Germany until he \_\_\_ in prison in 1944.

A) transferred / killed B) was transferred / was killed C) is transferred / was killed D) has been transferred / has been killed E) will be transferred / was killed

3. I \_\_\_ a card to the club and in the afternoon I went there to play bridge.

A) had been given B) were given C) was given D) have given E) was giving

4. I hope this book \_\_\_\_\_ .

A) will find B) will be found C) found D) were found E) had been found

5. \_\_\_\_\_ about this film tomorrow.

A) It is an article B) He said C) I shall be asked D) Bob liked to tell E) He couldn't

6. New schools \_\_\_\_\_ in our city every year.

A) is built B) are to be built C) will build D) are built E) have built

7. A liar \_\_\_\_\_ when he speaks the truth.

A) don't believe B) isn't believed C) believed D) believe E) didn't believe

8. The doctor \_\_\_ just \_\_\_ for.

A) is / sent B) was / sent C) has / sent D) has / been sent E) will / be sent

9. This year a very beautiful theatre \_\_\_\_\_ in our city.

A) built B) was built C) has been built D) had been built E) has built

10. *The Great Expectations* \_\_\_\_\_ by Charles Dickens.

A) were written B) is written C) wrote D) are written E) was written

11. In 1969 two manned spaceships \_\_\_\_\_ into space from the first space station.

A) launch B) launched C) launches D) were launching E) were launched

12. We can't get there in time. By the time we get there the papers \_\_\_\_ .

A) will be destroyed B) would be destroyed C) will have been destroyed D) are destroyed E) have been destroyed

**Exercise 4. Mark the appropriate variant.**

1. This school \_\_\_\_\_ next year.  
A) will close B) is closed C) will be closed D) was closed E) would be closed
2. A woman's work \_\_\_\_\_ never done.  
A) are B) is C) will D) would E) were
3. Last Monday I received a telegram \_\_\_\_\_ by my sister on the 1st of May.  
A) sending B) to send C) had sent D) sent E) was sent
4. "I \_\_\_\_\_ the test yet today," said Ann.  
A) wasn't given B) hadn't been given C) am not given D) haven't been given E) have been given
5. I \_\_\_\_\_ about my father's death before my mother.  
A) is told B) shall be told C) had been told D) were told E) have been told
6. Someone wrote this report last week. This report \_\_\_\_\_ last week.  
A) is written B) was written C) has been written D) had been written  
E) would be written
7. Finally, he decided to come back and live in the house of his parents which \_\_\_\_\_ by his aunt.  
A) kept B) was kept C) are kept D) were kept E) keeps
8. The people next door disappeared 6 months ago. They \_\_\_\_\_ since then.  
A) aren't seen B) haven't been seen C) weren't seen D) weren't being seen  
E) aren't being seen
9. It is winter. Everything \_\_\_\_\_ with snow.  
A) is covered B) covered C) were covered D) will cover E) are covered
10. The men \_\_\_\_\_ after the explosion.  
A) are said to be arrested B) said to be arrested C) are said to being arrested  
D) are said to have been arrested E) are said to arrest
11. -"Did someone throw those letters away?" -"Yes, but it was a mistake. They \_\_\_\_\_ away."



A) mustn't be thrown B) shouldn't be thrown C) shouldn't have been thrown D) can't be thrown E) need to be thrown

12. A.: Was there any trouble at the yesterday's demonstration?

B.: Yes, about twenty people \_\_\_\_ .

A) had been arrested B) arrested C) were being arrested D) were arrested E) are arrested

***Exercise 5. Choose the correct variant.***

1. Mike didn't have his car yesterday. It \_\_\_\_ at the station.

A) was serviced B) were serviced C) had serviced D) had been serviced E) is serviced

2. You can't come in. She \_\_\_\_ for the TV.

A) is interviewed B) interviews C) is being interviewed D) was interviewed E) has been interviewed

3. I had an unpleasant feeling that I \_\_\_\_ .

A) watched B) was watched C) have been watched D) was being watched E) will be watched

4. He'll finish the job tomorrow. The job \_\_\_\_

A) is finished B) would be finished C) will be finished D) will finish E) was finished

5. After a thorough examination the patient \_\_\_\_ home.

A) was sent B) were sent C) are sent D) to send E) sends

6. I \_\_\_\_ for shopping yesterday.

A) is sent B) was sent C) am sent D) are sent E) has been sent

7. How much money \_\_\_\_ yesterday?

A) is stolen B) stole C) will steal D) will be stolen E) was stolen

8. Ron Glib is a successful journalist. He \_\_\_\_ a big salary and his articles \_\_\_\_ in newspaper. He \_\_\_\_ all over the world to write about world events.

A) pays/publish/sends B) paid/are published/isn't sent C) was paid/published/shall be sent D) is paid/are published/is sent E) will play/weren't published/sent

9. This work \_\_\_ tomorrow.

A) is finished B) was finished C) had finished D) have been finished E) will be finished

10. The delegation \_\_\_ at the station by the students yesterday.

A) meet B) is met C) have been met D) was met E) are met

11. Today acupuncture \_\_\_ effectively in our country.

A) were used B) are used C) is used D) has been used E) had used

12. Some scrap metal \_\_\_ and \_\_\_ in the school yard by the evening last Sunday.

A) was gathered/heaped B) has been gathered/heaped C) will be gathered/heaped D) had been gathered/heaped E) would be gathered/heaped

**TEST 1. Indirect speech.**

1. She promised her friends she \_\_\_ and \_\_\_ them the next day.

A) had come / had seen B) will come / see C) would come / see D) comes / sees E) came / saw

2. "You must do what you are told". She said \_\_\_ .

A) that must do what I was told B) what have to do what I was told C) what had to do what I was told D) that she must do what she was told E) she had to do what she was told

3. The sergeant said that nothing \_\_\_ from the two boys since they \_\_\_ at the Victoria Station.

A) was heard / saw B) will be heard / were seen C) had been heard / were seen D) had heard / saw E) would have heard / were seen

4. Nick whispered: "I know that the boys were angry with me". Nick whispered that \_\_\_ .

A) he knows that the boys were angry with me B) he knew that the boys were angry with him C) he knows that the boys were angry with him D) I know that the boys were angry with me E) he knew that the boys had been angry with him

5. Alice is told: "Clean your teeth twice a day!" Alice is told \_\_\_

A) clean her teeth twice a day B) if she cleans her teeth twice a day C) clean your teeth twice a day D) to clean her teeth twice a day E) cleaned her teeth twice a day

6. I am always asked \_\_\_ .

A) why am I late B) are you late C) is he absent D) why was I present E) if I am on duty

7. Julia continued, "You said \_\_\_ good service."

A) you knew the owner and always got B) you know the owner and have got C) you know the owner and get

D) you know the owner and will get E) you know the owner and are going to get

**TEST 2. Indirect speech.**

1. Julia continued, "You said \_\_\_\_."

A) you have been here before B) you were here yesterday C) you will be here tomorrow D) you are here now E) you had been here before

2. He wanted to know \_\_\_\_.

A) whether she knows him B) if she knew him C) that she knew him D) what she knew him E) did she know him

3. "When will you be there, Tom?" asked Dan. Dan asked Tom \_\_\_\_.

A) when you will be there B) when he will be there C) when he would be there D) when his friend would be there E) when you would be there

4. He said to me: "I'll come as soon as I can". He told me that \_\_\_\_.

A) he came as soon as he would be able B) he would come as soon as I could C) he comes as soon as he can

D) he would come as soon as he could E) I would come as soon as I could

5. He has just said, "I want to speak to you". He has just said \_\_\_\_.

A) he wants to speak to me B) he wanted to speak to me C) I want to speak to her D) he had wanted to speak to me E) he will want to speak to me

6. Mother told me "Don't stay out long". Mother told me \_\_\_\_.

A) did not stay out long B) not to stay out long C) that I mustn't stay out long D) I shouldn't stay out long E) stay out long

7. The secretary said to the visitor: "When did you graduate from the University?" The secretary asked the visitor \_\_\_\_.

A) when he graduates from the University B) when did he graduate from the University C) when he had graduated from the University D) when did she graduate from the University E) he graduated from the University.

**TEST 3. Indirect speech.**

1. What will you do if Jack is out when you come? She asked me \_\_\_\_.

A) what would I do if Jack was out when I came B) what I will do if Jack is out when I come C) what I would do if Jack was out when I came D) what Jack would do if I was out when he came E) what I will do if Jack was out when I came

2. Jane said, "I shall help you." Jane said \_\_\_\_ .

A) she helped us B) she will help him C) she helps us D) she would help us  
E) she had helped us

3. The manager wondered \_\_\_\_ .

A) if the customers' answer can be positive B) if the visitors are coming C) whether the letters are being posted D) if the paper has been typed  
E) if the secretary had come

4. The father wondered \_\_\_\_ .

A) what mark his daughter gets B) where the mother is C) how his son does at school D) if his daughter had passed her exams E) whether everybody is at home

5. The teacher asked her pupils \_\_\_\_ .

A) where are their textbooks B) where their textbooks are C) where their textbooks were D) be quiet, please, listen to me E) why they open the text books

6. I \_\_\_\_ my mother \_\_\_\_ want to meet her new son-in-law for the first time in my presence.

A) knows / will not B) had known / will not C) knew / would not D) know / had not  
E) shall know / did not

7. The man said: "I have brought all my things". The man said \_\_\_\_ .

A) I have brought all his things B) that he had brought all his things C) he has brought all his things D) they have brought all his things E) that he brought all his things.

#### ***TEST 4. Sequence of tenses.***

1. \_\_\_\_ you tell him about it when you \_\_\_\_ him?

A) did / see B) does / saw C) will / see D) would / see E) do / will see

2. Tomorrow, when you \_\_\_ the sun \_\_\_ .

A) woke up / shines B) have woken up / was shining C) wake up / will be shining D) will wake up / will shine E) woke up / shined

3. When my sister \_\_\_ at the college 2 years ago she \_\_\_ to learn several foreign languages.

A) was studying / tried B) studies / tries C) studied / was trying D) was studying / was trying E) studies / trying

4. When I \_\_\_ that morning the sun \_\_\_ high in the sky.

A) will wake up / had shone B) have woken up / shines C) shall wake up / was shining D) woke up / was shining E) woke up / will be shining

5. When I \_\_\_ the letter I wondered what \_\_\_ .

A) got / had happened B) get / happens C) got / happened D) had got / had happened E) got / has happened

6. I \_\_\_ to know when you \_\_\_ .

A) don't want / will come B) shall want / come C) want / had come D) didn't want / come E) didn't want / are coming

7. When I \_\_\_ home my mother \_\_\_ me that my friend \_\_\_ me an hour before.

A) had come / told / had called B) came / told / called C) came / told / had called D) was coming / told / called E) came / was telling / had called

**TEST 5. Sequence of tenses.**

1. I \_\_\_ still, when you \_\_\_ .

A) am working / will return B) shall be working / return C) was working / are returning D) shall have been working / have returned E) was working / are returned

2. When Harris \_\_\_ her, she \_\_\_ Paris.

A) is meeting / was leaving B) met / was leaving C) had met / left D) meets / left E) met / will leave

3. When he \_\_\_ in London, it \_\_\_ heavily.

A) arrive / rains B) arrives / rained C) arrived / was raining D) will arrive / rains E) arrived / is raining

4. It \_\_\_ when we \_\_\_ home.

A) rained / came B) rained / was coming C) was raining / came D) will rain / came E) rained / shall come

5. When we \_\_\_ the beach the rain \_\_\_ already \_\_\_ .

A) leave / has / started B) will leave / have / started C) left / had / started D) left / have / started E) are leaving / was / starting

6. What \_\_\_ you \_\_\_ when I \_\_\_ ?

A) did / do / returned B) are / doing / shall return C) will / be doing / return D) do / do / return E) have done / am returning

7. When I \_\_\_ him up they said that he \_\_\_ an hour ago.

A) call / left B) called / has left C) should call / has left D) call / leaves E) called / had left

**TEST 6. When - while - where - as soon as.**

1. When the woman was out, a postman \_\_\_ a letter.

A) brings B) bring C) brought D) had brought E) has brought

2. I hope it \_\_\_ when you \_\_\_ to London.

A) doesn't rain / will get B) is raining / get C) won't be raining / get D) will rain / will get E) rained / have got

3. When the lesson \_\_\_, we \_\_\_ home.

A) are over / go B) is over / goes C) is over / shall go D) will be over / go E) will be over / shall go

4. What \_\_\_ you \_\_\_, when your father returned?

A) will / do B) were / doing C) was / do D) will / be doing E) were / do

5. When we \_\_\_ in Seville, we \_\_\_ sightseeing.

A) are / went B) were / went C) shall be / go D) are / go E) had been / go

6. \_\_\_ when he was painting the ceiling.

A) He found his passport B) He burnt his hand C) He bought a new car D) He wrote a letter E) He fell off the ladder

7. It \_\_\_ since morning when we \_\_\_ .

A) has rained / went out B) had been raining / went out C) was raining / go out D) rained / will go out E) rained / went out

**TEST 7. When - While - Where - As soon as.**

1. When I \_\_\_ home, I \_\_\_ a friend of mine.

A) was going / met B) go / meet C) was going / was meeting D) are going / meet E) were going / met

2. I \_\_\_ terrible when I \_\_\_ that morning.

A) felt / wake up B) feels / wake up C) felt / woke up D) feel / woke up E) felt / had woken up

3. When they \_\_\_ about it, there \_\_\_ much trouble.

A) finds out / be B) found out / were C) is finding out / is D) find out / will be E) found out / had been

4. Lane \_\_\_ through the morning papers when the telephone \_\_\_ .

A) was looking / rang B) were looking / rang C) are looking / rung D) have looked / ring E) looked / is ringing

5. A ship \_\_\_ near the Malta Islands when the men on board \_\_\_ a dolphin in the water.

A) was fishing / noticed B) fished / noticed C) was fishing / will notice D) is fishing / noticed E) fished / notices

6. How fast \_\_\_ you \_\_\_ when the accident \_\_\_?

A) were / driving / happened B) did / drive / was happening C) will / drive / had happened D) are / driving / will happen E) - / drive / happens

7. I \_\_\_ my hand when I \_\_\_ the dinner.

A) was burning / cooked B) had burnt / am cooking C) shall burn / shall cook D) burnt / was cooking E) have burnt / cooked



**TEST 8. Tag questions.**

1. He had no practice in composing music, \_\_\_ ?  
A) didn't he B) had he C) does he D) has he E) doesn't he
2. You have read all Pushkin's books, \_\_\_ ?  
A) not you B) have you C) haven't you D) aren't you E) isn't it
3. You have a bad headache, \_\_\_ ?  
A) isn't it B) don't you C) does it D) haven't you E) won't we
4. He never thought what might come out of it, \_\_\_ ?  
A) does he B) hasn't he C) didn't he D) did he E) won't he
5. She comes from the family of Donovan, \_\_\_ ?  
A) hasn't he B) didn't she C) do you D) doesn't she E) won't she
6. You have finished your work, \_\_\_ ?  
A) didn't you B) haven't you C) don't you D) won't you E) have you
7. He isn't a student, \_\_\_ he?  
A) is B) does C) do D) isn't E) was

**TEST 9. Tag questions.**

1. There are so many people in the street, \_\_\_ ?  
A) are they B) are there C) aren't they D) aren't there E) isn't there
2. You don't play the piano, \_\_\_ ?  
A) don't you B) do you C) doesn't it D) does it E) isn't it
3. This winter is not very cold, \_\_\_ ?  
A) isn't it B) is it C) does it D) won't it E) hasn't it
4. The manner of addressing people in Britain is quite different from ours, \_\_\_ ?  
A) it is B) isn't there C) is there D) is it E) isn't it
5. There won't be any trouble, \_\_\_ ?  
A) wasn't there B) will not there C) will there D) do there E) wouldn't there
6. The boy wasn't able to do it alone, \_\_\_ ?

A) didn't he B) wasn't he C) was he D) did he E) wasn't it

7. They have to ask somebody else to help them, \_\_\_?

A) haven't they B) have they C) do they D) don't they E) hasn't he

**TEST 10. Additions to remarks.**

1. -Don't you know I'm a football fan? -\_\_\_. I shout for Galatasaray.

A) Not, did I B) He is too C) So am I D) Either do I E) Neither was I

2. Our professor thinks we like his subject. What about yours?

A) So does he B) No, our professor is very young C) Our students don't know anything D) Yes, the student's life is not sugar and candy E) Ours is the best in the world

3. "I don't like reptiles."

A) Neither am I B) So do I C) Neither do I D) I don't like them too E) Me to

4. I am fond of reading.

A) So do I B) Neither can he C) So wasn't he D) So is my son E) I am either

5. "I like skating."

A) So do I B) Neither do I C) Neither does he D) So is he E) I did too

6. I haven't heard him sing.

A) Neither had we B) Neither has my friend C) I haven't either D) So do I E) So have he

7. -"My friend can't go to the theatre tonight."- \_\_\_ .

A) Neither can I B) So can I C) I don't either D) Neither do I E) So can he

**TEST 11. Additions to remarks.**

1. -I haven't read "David Copperfield" by Charles Dickens.

A) Neither has my brother B) Neither can I C) So, did I D) Either does he E) Haven't they?

2. She didn't see anyone she knew, and \_\_\_ did Nick.

A) either B) or C) neither D) still E) too

3. - My brother is going to enter the Institute. - \_\_\_\_ .

A) So is my sister B) Neither am I C) So did my brother D) Nor can I E)

Neither do we

4. - I've never been to England. - \_\_\_\_ . But, I hope I shall visit it some day.  
- \_\_\_\_ . Now that our country has become independent, we've got more chances of  
visiting other countries.

A) I was there/So shall I B) I wasn't there/Neither shall I C) Neither  
have I/So do I D) Really?/Yes, I shall E) So have I/Neither do I

5. I can never find my books.

A) Neither can I B) Her too C) Neither does she D) I can't too E) We can  
either.

6. I wasn't at school when I heard the news.

A) So did I B) Yes, I was C) Did you? D) Neither were they E) No, she  
wasn't

7. -I do not like porridge at all. - \_\_\_\_ .

A) So do I B) Neither did we C) Neither does your sister D) Won't you?  
E) Neither am I

**TEST 12. Revision.**

1. A: Where's Helen? B: She \_\_\_\_\_ in the office

A) is sitting B) sit C) sitting D) sits

2. She \_\_\_\_\_ French and English, so she has got a good job.

A) speak B) speaks C) speaking D) is speaking

3. A: What \_\_\_\_\_ ? B: She is writing a letter.

A) does she do B) does she C) is she doing D) she is doing

4. She \_\_\_\_\_ speaks no foreign languages.

A) is not B) \_\_\_ C) doesn't D) don't

5. A: Are Peter and Mary still sitting in the office?

B: No, \_\_\_\_\_

A) they don't sit B) they standing C) there aren't D) they aren't

6. What language \_\_\_\_\_?  
A) do you speak B) you speak C) you are speaking D) speak you
7. I'm sorry, but I \_\_\_\_\_ the test yet.  
A) don't finish B) haven't finished C) didn't finish D) aren't finished
8. \_\_\_\_\_ English before?  
A) Have you B) Do you study C) Are you studying D) Have you studied
9. Marry \_\_\_\_\_ to the bank on Monday.  
A) go B) going C) gone D) went
10. Marry \_\_\_\_\_ hasn't telephoned Peter.  
A) yet B) still C) always D) never
11. Peter \_\_\_\_\_ in the living room when the phone rang.  
A) was sitting B) has been sitting C) at D) has she wanted
12. A: What \_\_\_\_\_?  
B: She wanted to talk to him.  
A) wanted she B) did she want C) she wanted D) has she wanted
13. Peter can't speak Italian, \_\_\_\_\_?  
A) isn't B) can't he C) does he D) can he
14. Jack \_\_\_\_\_ Turkish soon.  
A) goes to learn B) learns C) is going to learn D) is learning
15. "What \_\_\_\_\_ this evening?" Marry asked.  
A) you will do B) do you C) very clear D) are you doing

**TEST 13. Revision.**

1. When they finally arrived, they \_\_\_\_\_ the car and went in.  
A) had parked B) were parking C) parked D) have parked
2. When you \_\_\_\_\_ him tomorrow, you will think he is ten years older.  
A) see C) will be C) would see D) are going to see
3. He promised his wife they \_\_\_\_\_ here earlier next time.  
A) will get B) get C) shall get D) would get

4. Helen found a good job, and \_\_\_\_\_ Peter.  
A) also B) too did C) so did D) so
5. The milk \_\_\_\_\_ at 8 o'clock the following morning.  
A) was delivering B) delivered C) was delivered D) is delivered
6. He heard on the morning news that a family of 6 \_\_\_\_\_ in an explosion.  
A) were being injured B) had injured C) have injured D) had been injured
7. After Peter \_\_\_\_\_ his breakfast, he went to work.  
A) finishing B) was finishing C) had finished D) has finished
8. He thought he \_\_\_\_\_ able to read about the explosion when he got home.  
A) will be B) is C) would be D) was
9. "By the time I get home the story \_\_\_\_\_ in the evening newspaper," he thought.  
A) appears B) would be C) will have appeared D) has appeared
10. Peter \_\_\_\_\_ spending weekends alone.  
A) didn't use to B) wasn't used to C) hadn't used to D) used not to
11. His girlfriend \_\_\_\_\_ while he was still having a bath.  
A) was arriving B) has arrived C) arrived D) is arriving
12. "If I \_\_\_\_\_ quickly, we won't be late for the party," said Peter.  
A) drive B) will drive C) drove D) would drive
13. She asked him where \_\_\_\_\_.  
A) the party is B) the party was C) was the party D) is the party
14. "If I \_\_\_\_\_ the way to the house, we wouldn't be so late." He replied  
A) knew B) know B) would know D) had know
15. Marry said she \_\_\_\_\_ him driving fast, and asked him to slow down.  
A) isn't liking B) hasn't liking C) didn't like D) doesn't like

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