

МИНИСТЕРСТВО ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ  
САМАРСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ

Кафедра английской филологии

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**THE INDIRECT SPEECH  
AND  
THE PASSIVE VOICE**

**Практикум по грамматике английского языка**

*для студентов второго курса  
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Настоящий практикум по грамматике английского языка предназначен для студентов второго курса специальности "Зарубежная филология" и представляет собой комплекс упражнений и практических заданий, которые могут быть использованы как на практических занятиях в аудитории, так и для самостоятельной работы студентами второго года обучения. Тематически организованный грамматический материал содержит упражнения, ориентированные на формирование навыков и умений пользования косвенной речью и пассивными конструкциями современного английского языка. Задания к упражнениям сформулированы с учетом требований, предъявляемых к владению конкретным грамматическим материалом, представленным в соответствующих разделах "Практикума", и базируются на активной лексике второго года обучения английскому языку как специальности.

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## INDIRECT SPEECH

Direct Speech is the exact words someone said.

Indirect Speech is the exact meaning of what someone said but not the exact words.

**Exercise 1.** Read the newspaper cuttings. Try to guess the speaker and/or circumstances.

1 A spokesman for the Rausing family, Britain's second family, refused to comment on the purchase.

2 A former South African model yesterday poured cold water on media speculation that her relationship with Earl Spencer could lead to marriage after he divorces his estranged wife Victoria.

3 Mr Justice Ognall said yesterday that despite the 'strict legal merits' of the family's case, he would not force the school to take the boy back. The school governors yesterday estimated their costs at more than £20,000, or the price of a teacher for a year. Madeline Watson, the head teacher, said she was very pleased the judge took into account the interests of the school's 800 other pupils.

4 ... was praised yesterday by Veronica Robbins. She said that the group had demonstrated how amateur archaeologists could work with their professional counterparts.

5 ..., the chairman and chief executive of the News Corporation, the international media group, has given his clearest indication so far that his successor could be his 26-year-old son Lachlan. He expressed an element of doubt over the succession scenario, saying it was 'not fully answered in my own mind.'

6 ... used the 80<sup>th</sup> anniversary of the Bolshevik Revolution yesterday to urge Communists and their opponents to put decades of bloody differences behind them.

**Exercise 2.** Complete the letter with the correct form of *say* or *tell*. Note that:

- (a) **Say** is most often used without a personal object. If we want to put a personal object after **say**, we use **to**.
- (b) After **tell** we usually say who is told. **Tell** is only used to mean 'instruct' or 'inform'.

Dear Stephanie,

I'm writing to \_\_\_ you about the discussion I had with my father last weekend. We talked for several hours and I \_\_\_ him all about the plans we've made for our business. At first, he wasn't very interested, he \_\_\_ he didn't think we were old enough to run a business. However, I \_\_\_ him that we had already

seen the bank manager, who \_\_\_ that the plan seemed realistic. So then he sat down and asked me \_\_\_ him how much money we'd need to start with, and where we'd sell the stuff we made and so on. Eventually, he \_\_\_ to me 'OK, it's a good plan. \_\_\_ Stephanie that I'll lend you some money to get started.' Honestly, I couldn't believe he \_\_\_ it! Isn't it great? I'm really looking forward to seeing you next week so we can talk to him together and get things going.

All the best,  
Neville

Exercise 3. Fill in: *say*, *tell* or *ask* in the correct form:

First, the headmaster 1) ... good morning. Then he 2)... us that the police had been 3)... questions about hooliganism at school. The police 4)... that some pupils had been seen breaking windows. Several boys were 5)... if they knew anything, but of course they 6)... nothing. They were probably 7) ... lies. The headmaster 8) ... us all for information. He 9) ... we must 10) ... him the names of those involved. Well, I know who they were. But can't 11) ... him the secret. 12)... the truth is not always easy, is it?

### STATEMENTS

The changing of Direct Speech to Indirect Speech, and vice versa is a useful exercise only if it is done with reference to:

- (a) the situation in which the original words were spoken and
- (b) the situation in which the reported version is produced. It should never be done mechanically. Logical adjustments are of course necessary if a speech is reported one/two days after it is made.

On Monday Jack said to Tom:

*I'm leaving the day after tomorrow.*

If Tom reports this speech on the next day (Tuesday) he will probably say:

*Jack said he was leaving tomorrow.*

**Here** can become **there** but only when it is clear what place is meant: At the station he said, 'I'll be here tomorrow.' = *He said that he'd be there again the next day.*

Usually **here** has to be replaced by some phrase: She said, 'You can sit here, Tom.' = *She told Tom that he could sit beside her.*

**This** in Direct Speech does not necessarily become **that** in Indirect Speech:

Take this book to Mr. Lane – *Mr. Smith told me to bring you this book*

Similarly the verb **take** becomes **bring** because the situation in which the original words are reported demands it.

Exercise 4. Rewrite each of these statements in indirect speech, (a) beginning with the words *He says ...* and (b) beginning with the words *He said ...*, except in number in which the first verb of the original statement can be used instead. Whatever the words *you* or *your* occur, imagine that you are the person addressed. Imagine also that in the sentences (b) the reporting takes place about a year following the original statement. Example:

I have lost a camera.

(a) He says he has lost my camera.

(b) He said he had lost my camera.

1. My friend fell over the cliff before I could warn him of the danger.

(a) .....

(b) .....

2. Everybody seems to think that the old man was neglected by his children.

(a) ..... (b) .....

3. I believe that the story has been much exaggerated. (a) ..... (b) .....

4. You would hardly recognize him if you saw him now.

5. I saw a lot of people running down the street shortly after I heard the explosion.

6. We are going to spend our holidays at the seaside this year.

7. I don't care what you say. I believe Smiles is the cleverest student in his group.

Exercise 5. Translate into Russian. Say whether the action of the object clause precedes, follows or is simultaneous with the action of the principal clause:

1. I hope you know what you are doing.

2. It is strange that he did not speak to you.

3. He said that if I followed his advice everything would be all right.

4. Mary was not sure whether she had shut all the windows.

5. Nick says that you are a wonderful dancer.

6. Never tell him that you are afraid of arguing with him: he can take advantage of your fear.

7. I told you that John would come back and my words proved right.

8. Tell me what you have been doing since we saw each other for the last time.

9. I never realized that my sister was so beautiful.

10. David said that he had asked permission to come and see me.

11. Mary said that she had not seen Miss Oxley for a couple of days.

12. You were warned that the delegation would arrive in May.

Exercise 6. Rewrite each of these statements in indirect speech, beginning with *He said ...*, *My friend mentioned ...*, *Mr. Smith remarked ...*, *She observed ...*, etc. Imagine that the time of reporting the statements is several days after they were originally made and that where *you* and *your* occur, you are the person addressed. Where *we* occurs imagine that you are one of the persons included. In the longer pieces, use *He added*, and *added that*, *adding that*, or any appropriate linking expression where necessary:

1. When you arrive home you will find my letter awaiting you.
2. When I met you, I had already posted the letter.
3. I've often seen you riding your horse along the river bank.
4. I'm very fond of the theatre, but on the whole I prefer serious drama to light comedy.
5. I went to bed at about 11 o'clock last night. Shortly after I had put the light out and heard the sound of breaking glass at the back of the house. I got up and went to investigate. I found a broken bottle on the back doorstep. It must have been a cat.
6. Philip is a hopeless spendthrift. He is always talking about economizing but he spends every penny he earns. Last year he was left 500\$ by his aunt, and he spent it all on diving equipment and a harpoon, though he can't swim.
7. The other day a friend of mine asked me if I could recommend a good author for boys. I had no hesitation in advising him to get hold of some of Arthur Conan Doyle's books.

Exercise 7. Change the following dialogue below into indirect speech:

Ann: You really must do something about your hair, Tom.

Tom: But I like having long hair.

Ann: Well, I think it looks ridiculous like that.

Tom: No. It doesn't. And it's the latest style.

Ann: Huh! Long hair on men hasn't been in style for years.

Tom: I don't care. What matters is whether I look good or not.

Ann: But you look awful, especially now that you're starting to go bald.

Tom: I am not going bald! I just don't have as much hair as I used to.

Ann: You're just afraid to go to the barber in case he laughs.

Tom: Well, it's true I haven't been to a barber in ages, but ...

Ann: I have an idea! I'll cut it for you myself. Sit down here.

Tom: I don't trust you. You'll cut it so short that everyone will think I've just come out of the army!

Ann: I'll just get some scissors.

Exercise 8. John had a row with his girlfriend, Julie. His friend Mark tried to help them get back together, and talked to Julie for John. Complete the conversation he had later with John:

Mark: Julie, John's asked me to talk to you.

Julie: I don't want to speak to him.

Mark: Look Julie, John's really upset.

Julie: I'm upset, too.

Mark: Will you just let me tell you his side of the story?

Julie: I'm not interested. He promised to meet me at the restaurant, but he didn't turn up. I don't want to see him again.

Mark: But, Julie, his car had broken down.

Julie: So? There is a telephone in the restaurant.

Mark: But that's the point. He tried to phone, but he couldn't get through.

Julie: I don't believe he tried.

Mark: Yes, he did. He came to my flat. Do you believe me?

Julie: OK. I'll talk to him. Listen I'm going to be late for work. I'll meet him at six o'clock in the square.

Mark: Thanks, Julie. He'll be really happy. And I promised he'll be there.

John: What did she say?

Mark: She said (1) she didn't want to talk to you.

John: Well, what did she say when you told her I was really upset?

Mark: She said (2) \_\_\_\_\_ too, so I asked her to let me tell her your side of the story. She said she (3) \_\_\_\_\_ because you (4) \_\_\_\_\_ at the restaurant, but you (5) \_\_\_\_\_. She said there (6) \_\_\_\_\_ again.

John: Did you explain about the car?

Mark: Yes, and she was very sarcastic. She said there (7) \_\_\_\_\_ at the restaurant. So I told her you couldn't get through, but she said she (8) \_\_\_\_\_. Then I told her you'd been to my flat and asked if she believed me. She said 'OK' and she said (9) \_\_\_\_\_. Then she said she (10) \_\_\_\_\_, so we had to finish. You have to meet her in the square at six o'clock.

John: Thanks, Mark. I really owe you one.

Mark: That's all right. Just don't be late this evening.

Exercise 9. Rewrite the following sentences into indirect speech.

Note that unreal past tenses after *wish*, *would rather/sooner* and *it is time* do not change:

'We wish we didn't have to take exams,' said the children. = *The children said they wished they didn't have to take exams.*

*I/he/she/we/they had better* remains unchanged. *You had better* can remain unchanged or be reported by *advise + object + infinitive*:

'You'd better not drink the water,' she said = *She advised/warned us not to drink the water.*

Conditional sentences types 2 and 3 remain unchanged.

1. 'There's been an accident, and the road is blocked,' said the policeman. 'It won't be clear for some time. You'd better go round the other way.'
2. 'Let's light a fire and cook our sausages over it,' said the children.
3. 'I was thinking of going by bus,' said Paul. 'I shouldn't go by bus ( if I were you ),' said his aunt. 'It's an awfully bad service.'
4. 'You'd better take sleeping bags; you may have to sleep out,' he warned us.
5. 'I've left some books on your table,' said Peter. 'I think you'll find them useful. You can keep them as long as you need them but I'd like them back when you've finished with them.'
6. 'If children can learn a complicated language like Japanese by the time they are five,' said the Japanese professor, 'they should be able to learn the language of music. At the moment I'm teaching a class of forty three-year-olds to play the violin,' he added.
7. 'The puppy can sleep on our bed,' said Tom. 'I'd rather he slept in a basket,' said his wife. 'That puppy will soon be a very big dog and then there won't be room for all three of us.'
8. 'Let's camp by this stream,' said Mary. 'If we go on, it may be dark before we find another good place.'
9. 'I wish we'd brought our guitars,' said the students. 'Then we could have offered to play in the restaurant and perhaps they'd have given us a free meal.'
10. 'I booked a double room on the first floor,' said Mr. Jones. 'I'm afraid we didn't get your letter,' said the receptionist, 'and all the first and second floor rooms have been taken. But we could give you two single rooms on the third floor.' 'That wouldn't do me at all,' said Mr. Jones.
11. 'I've had gypsies on my land for two years,' said the farmer, 'and they've given nobody any trouble; but now the Council have asked me to tell them to move on. I don't see why they should be asked to move and I'm writing to my MP about it.'
12. 'This letter is full of mistakes!' snorted Mr. Jones. 'I did it in rather a hurry,' admitted the typist. 'I suppose I'd better type it again.'
13. 'If you'd like to go on any of these tours,' said the receptionist, 'the hotel will arrange it.' 'We'd like to go on any of these tours,' said the American couple.
14. 'Let's go to the races!' said Ann. 'We might make our fortunes. I've been given a very good tip for the 2.30.' 'I've had "good tips" from you before,' said Paul. 'And they were disastrous.'
15. 'I don't know why you waste so much time polishing the car,' said Mr. Jones. 'The neighbours all polish their cars,' said Mrs. Jones, 'and I don't



want our Mini to look like a poor relation. If you were any good you'd help me instead of standing there criticizing,' she added.

16. (Paul is speaking to Mary on the phone, and Mary is repeating his words to Ann, who is standing beside her.)

Paul: The plans have been changed. We're going tomorrow now, not on the next day. I want you to meet me at Victoria tonight.

Mary: Paul says ...

17. 'Let's put your taperecorder under the table,' said Tom, 'and make a recording of their conversation. It would be very useful to know what they are planing.' 'But my recorder makes a distinct hum,' I said. 'They'd be sure to hear it and look under the table; and then they'd find the recorder and ask all sorts of embarrassing questions.'
18. 'Whenever my father was unhappy,' said the girl, 'he would go out and buy something, usually something large and useless. That's why our rooms are full of things we can't use.' 'I'm sorry for your father,' said Tom, looking around. 'He must have been a very unhappy man.'
19. 'If you want a job you should read advertisements and write letters and ring people up,' he said to Ann. 'It's no use sitting at home, expecting employers to form a queue outside your door.'
20. 'A letter marked "Urgent" has just arrived for Albert,' said Mary, 'and he's on holiday. I wonder if I should ring him up and tell him about it or wait till he comes back.'

Exercise 10. Look at the examples of the advance of scientific knowledge.

1. People used to believe that the world was flat.	But now we know that the world is round.
2. People used to believe that you could turn iron into gold.	But now we know that gold is an element.

Think of some more examples of contrasts between past belief and present knowledge.

Recall your own youthful misconceptions ('I used to believe that ...'), and share them with one another.

Exercise 11. Put the following statements into indirect speech. When the speaker says **you**, and the person spoken to is not identified, assume that the remark was made to you. You will then become *I/me* or *we/us*:

1. 'China is a densely populated country,' she said.
2. 'It's time they moved to a new house,' Ann said.
3. 'Water freezes below 0°,' he said.

4. 'I was reading a story to the children last night when the lights went out,' she said.
5. 'I'll help you to repair your car tomorrow,' he said to me.
6. 'I didn't understand the meaning of the film,' he said.
7. 'You can come to me if you have any problems,' she said to him.
8. 'I saw the film you recommended last night,' he said to her.
9. 'I'm going to Spain next week,' she said.
10. 'She doesn't understand,' he said. (up-to-date reporting)
11. 'I would invite more people if I had a bigger flat,' he said.
12. 'If I finish it this evening, we'll go out,' he said to me.
13. 'I can't live on my basic salary,' said Peter. 'I'll have to offer to do overtime.'
14. 'I've made a terrible mistake!' said Peter. 'You're always making terrible mistakes,' I said. 'You should be used to it by now.'
15. 'I'm living with my parents at present,' she said, 'but I hope to have a flat of my own soon.'
16. 'I'd like to speak to Susan,' said Mary, 'but I'm bathing the babies and they will drown if I leave them alone in the bath while I go to the phone.'
17. Mary has just received a postcard from Ann, beginning, 'I'm coming up to London next week. I hope you and Jack will meet me for lunch one day.' (Imagine that Mary is reading this card to Jack. Begin: Ann says ...)
18. 'We'll wait for you if you're late,' they said.
19. 'The sales are starting in two days on Thursday,' said the typist. 'As soon as we finish work the whole typing pool is going to make a dash for the shops.' 'I hope you'll get all you want,' I said. (Imagine that you report the manager's words on Wednesday.)
20. 'I wish I had something to eat,' said Peter. 'You've only just had lunch,' said his sister. 'I don't know how you can be hungry again so soon.'
21. 'I have a message for your brother,' I said. 'He isn't at home,' said Ann. 'He left two days ago.'
22. 'I hate getting up on dark mornings,' grumbled Peter. 'It is horrible,' agreed his wife, 'but the mornings will be lighter and then I won't be quite so bad.'
23. 'I'm building myself a house,' said Charles. 'I won't show it to you just yet but when the roof is on you can come and see it.'
24. 'The lake will probably freeze tonight,' said Peter. 'It's much colder than last night.' 'I'll go out and look early in the morning,' said Mary, 'and if it's frozen I'll make some holes in the ice so that the ducks can feed.'
25. 'Even if the strikers go back to work tomorrow it will be some time before things return to normal,' said the official. (Imagine that the words are reported on the same day. Begin: The official said that ...)
26. 'I'm taking my children to the zoo tomorrow,' she said, 'to see the baby polar bear.'

Exercise 12. Translate into English:

1. Неужели он сказал, что никогда не захочет видеть ее в своем доме?
2. Говорят, что предсказать погоду в Великобритании практически невозможно.
3. Лили сказала, что мне очень идет новая прическа.
4. Он говорит, что никогда не встречал девушки обаятельнее и красивее.
5. Профессор сказал, что когда он был студентом, он работал значительно больше, чем мы.
6. Полли сказала, что боится летать самолетом и предпочитает поезд. Пусть дольше, но безопаснее.
7. Ник подумал, что никогда не видел цветов роскошнее и прекраснее, чем те, которые выращивались в этом саду.
8. Ты никогда не говорил, что знаешь ее, и что вы вместе учились в школе.
9. Спросите его, что конкретно мы должны делать.
10. Ему было интересно, знаем ли мы его секрет, и он пытался выяснить это любой ценой.
11. Алиса спросила, не изменились ли наши планы, и хотим ли мы еще поехать в Италию.
12. Директора не интересовало, почему поручение не выполнено, его интересовало, что мы сделали, чтобы оно было выполнено.
13. Я спросила его, сколько дней он уже сидит дома из-за болезни, и как долго он еще не будет на работе.
14. Ты спросишь Джейн, нужно ли надеть вечернее платье или подойдет что-нибудь попроще?
15. Ты никогда не интересовался тем, как твои родители живут, и что они думают о твоём образе жизни.
16. Скажи ему, чтобы он никогда больше не смел и приближаться к моему дому!
17. Преподаватель наставил, чтобы студенты пользовались проверенной информацией.
18. Нелли просила тебя прийти и помочь ей с испанским языком. Она говорит, что без твоей помощи она не справится.
19. Я требую, чтобы вы впредь считались с мнением окружающих.
20. Меня попросили посидеть с ребенком Г'ринов. Я не могла отказать: они так много сделали для меня.
21. Редактор сказал, что я должна закончить перевод статьи самое позднее через неделю, иначе он меня уволит.

Exercise 13. Put a cross (X) by any of the options below that cannot complete the sentence. Put a question mark (?) beside any that are possible but unlikely:

- A Tom just told me he is/was going home because he doesn't feel well.
- B According to Shakespeare, life is/was nothing but a walking shadow.
- C It's reported that there has been/had been a massive earthquake in Indonesia.
- D Shakespeare wrote that all the world is/was a stage.
- E Would you believe it, he's told the others he has/had passed Proficiency.
- F Ali says he'd/he'll see you later.
- G He told me just now he is/was definitely going to resign.
- H My mother was always saying that you can/could take a horse to water but you can't/couldn't make it drink.

Exercise 14. Complete the gaps with the correct form of *ask*, *say* and *tell* and give the correct form of the verbs in brackets.

As part of our most recent consumer survey, we recently interviewed 50 car drivers about their experience of buying fuel. The first question that they were asked was how often they \_\_\_\_\_ (visit) a petrol station during the last month. The majority of the people interviewed \_\_\_\_\_ that they \_\_\_\_\_ (do) so at least three times to buy either petrol or diesel for their vehicles. We then \_\_\_\_\_ them if they \_\_\_\_\_ (can) give us their opinion about the quality of the services that they had found. While most of our sample group \_\_\_\_\_ that they \_\_\_\_\_ (be) satisfied with the services provided, several drivers \_\_\_\_\_ us that they \_\_\_\_\_ (like) to see improvements in certain areas in the future. When these respondents \_\_\_\_\_ to elaborate on this, several of them \_\_\_\_\_ that they \_\_\_\_\_ (feel) more relaxed if they did not have to do the work of refuelling their cars by themselves. Two respondents also \_\_\_\_\_ us that they \_\_\_\_\_ (be) happy to see the introduction of systems which would make it possible for drivers to complete all transactions without leaving the car. We also \_\_\_\_\_ everyone in the sample if they \_\_\_\_\_ (appreciate) some form of automated diagnosis of their vehicle. More than 50% of those interviewed \_\_\_\_\_ that they \_\_\_\_\_.

In the final question they \_\_\_\_\_ if they \_\_\_\_\_ (hear) about any of our latest innovations such as 'the auto pump' but only one person in the survey had any knowledge of this.

## QUESTIONS

If you report a question remember that (a) **ask** can be followed by the person addressed (indirect object), but **inquire**, **wonder**, **want to know** cannot take an indirect object; (b) when reporting general questions **if** is more usual. **Whether** can emphasize that a choice has to be made: *The travel agent asked whether I*

wanted to go by air or by sea. **Whether** is neater if the question contains a conditional clause: *Bill asked whether, if I got the job, I'd move to York.*

Exercise 15. Rewrite these questions in indirect speech. Use Simple Past Tense for the introductory verb. Assume

(a) that the other person whose words are being reported is a man unless the context shows otherwise.

(b) that you are the person addressed in the original questions.

(c) that the reporting takes place on the day the original questions were asked.

Example: What did you do with the old one?

He asked me what I had done with the old one.

Or He inquired what I had done with the old one.

Or He wanted to know what I had done with the old one.

1. What time is it?
2. Where are you going tomorrow afternoon?
3. When do you expect to hear the result of your examination?
4. Why do you keep looking out of the window?
5. Who is going to lay the foundation stone of the new University tomorrow?
6. Which of these books do you prefer?
7. Have you seen my husband?
8. What is the matter with the little boy with the kite in his hand?
9. How many students saw a new play at our Drama Theatre?
10. How often do you go to the cinema?
11. Where have you been for the last few months?
12. Do you understand the rules about the Indirect Speech?
13. Can you hear somebody calling?
14. What is that strange-looking instrument for?
15. Shall I wear my new dress this evening?
16. Which way did you come from the station yesterday?
17. Whose brief-case is it?
18. Shall I leave your papers on your desk?
19. When the lecturer calls my name, will you tell him that I'm ill?
20. Shall I go for a swim with the other girls?
21. Is it your new pen? Does it write well?
22. Where do these flowers grow? Are they rare?
23. If you break the taperecorder, will you pay for it?
24. What were you doing with these skeleton keys? Were you trying to get at the secret files?
25. 'Will it be all right if I come in a little later tonight?' asked the au pair girl.
26. Could you change a five-pound note? I'm afraid I haven't got anything smaller.
27. Do you think you could live entirely on your own for six months or would you get bored?

Exercise 16. Turn the following into indirect questions:

1. Where's the post office? (Do you know ...)
2. What have you told her? (I wonder ...)
3. Are we going out tonight? (I want to know ...)
4. Is this correct? (I doubt ...)
5. Whose car is this? (I wonder ...)
6. Does this train stop at Leeds? (Could you tell me ...)

Exercise 17. Fiona went for an interview last week. Report the interviewer's questions:

1. Why do you want to work for Portman Plastics?
2. How long were you employed at Smithson Steel?
3. Can you speak French?
4. Are you familiar with the plastics industry?
5. Why did you leave your last place of employment?
6. Is this the first time you have applied for a managerial post?
7. Would you be willing to move to Paris?
8. When did you graduate?
9. What salary would you hope to receive?
10. May I check your references?

Exercise 18. Answer the questions and try to identify the source.

Who told Pharaoh to let his people go?

Who asked who had been eating his porridge?

Who stated that that's one small step for a man, one giant leap for mankind?

Who said that he had come, seen, and conquered?

Who urged workers of the world to unite?

Who said his death was an exaggeration?

Who wanted his companion to use grey cells?

In groups prepare indirect quotation, quizzes, each question of which has to begin "Who said that..., Who suggested..., Who ordered / requested..., Who asked if ..., etc." Exchange the quizzes and try to answer each other's questions.

## REPORTED COMMANDS, REQUESTS, SUGGESTIONS

Exercise 19. First read then report what the flight attendant told the passengers before takeoff:

1. Do not smoke in no-smoking areas or in the toilets.
2. Please fasten your safety belts before takeoff.
3. Put your bags in the overhead lockers.
4. Please keep your seats upright during takeoff.
5. Do not run in the aisles.
6. Please do not leave your seats during takeoff or landing.
7. Do not use stereo equipment.
8. Press the button to call a flight attendant.
9. Please do not obstruct the emergency exits.

Exercise 20. Rewrite these sentences in indirect speech. Rearrange the sentences if necessary.

Examples: (a) When you go out leave the key in its usual place.

He told me to leave the key in its usual place.

(b) Let's put the piano in the corner near the window.

He suggested that we should put the piano in the corner near the window.

1. If the boy refuses to help, tell his father.  
He advised me ...
2. Never put water into sulphuric acid; it's dangerous.  
The science lecturer told us .....
3. Put a cross against the name of the candidate you want to vote for.  
He .....
4. Always look in both directions before you cross the road.
5. Stand up and don't be afraid to say what you think.
6. Expect nothing and you will never be disappointed.
7. Heat the mixture for an hour but do not allow it to boil.
8. Read this book over the weekend and let me have it back on Monday morning.
9. Don't bother to write to me, but send me any important information by fax or e-mail.
10. Take regular exercise and you will never regret it.
11. Pay your bills regularly and you will never regret it.
12. No smoking near petrol, please.  
The drivers were asked .....
13. No talking during the concert, please.  
The audience was requested .....

14. Quiet please! The names of the prize winners are being read out.  
The spectators were asked .....
15. Let's have a game of tennis after tea.

Exercise 21. Change the following from Direct into Indirect Speech:

1. 'Where have you been?' he said to me.
2. 'Close your eyes and open the parcel,' she said to me.
3. 'I'm writing my autobiography,' said Paul. (up-to-date reporting)
4. They said to her, 'We hope you will lend us your car.' (out-of-date reporting)
5. 'Please sir, can I have some more food?' said Oliver.
6. 'Go to your room and stay there!' said his father.
7. 'Did you pay the electricity bill?' she said to him.
8. 'I'll phone you at seven o'clock tonight,' she said to him.
9. 'He's never written to me before,' said Maria.
10. 'Let's paint the walls blue!' said my little brother.
11. 'Will Liza be safe on her own?' her father wondered.
12. My mother said to me, 'Don't stay up reading too late!'
13. 'I own two cars, a yacht and a private jet,' said Roy. (untrue)

Exercise 22. Although the changing of Direct Speech to Indirect Speech is undoubtedly a useful exercise in many ways, we find that in real life it is seldom done as carefully as many people imagine. This can be seen by comparing the actual words of a speaker in Parliament as reported in 'Parliamentary Debates', with the report of the same speech in 'The Times'.

'I have one great regret — namely, that the Bill contains no provision in respect of the sale to the television contractors of films for which levy has been received. I am sure that House is aware that television is a direct, if not mortal, competitor with the cinema industry. The cinemas pay a statutory levy to the producing side of the industry for the sole purpose of giving help an encouragement, and particularly for making first-class feature films. It is therefore hard that films on which payment has been levied at the box-office can be sold, as they are at present, to television contractors. Recently 53 films were sold. I understand that these films were comparatively new, and had all received levy contributions. There was nothing wrong in law. I wonder whether the Government would consider making provision whereby a film that has just received a levy shall not be sold outside television interests for a period of five years, and that when a sale is made the levy that the film has received shall be paid back to the general pool?'

This speech was reported in 'The Times' as follows:



Lord Shepherd regretted that the Bill contained no provision about the sale of films, for which levy has been received, to television contractors. Television was a direct if not a mortal competitor with the cinema. The cinemas paid statutory levy to the producing side of the industry for help and encouragement and the making of first-class feature films. It was therefore hard that films on which payment had been levied on the box-office could be sold, as they were at present, to television contractors. Recently 53 comparatively new films were sold and they had all received levy contributions. There was nothing wrong in law, and he wondered if the Government would consider making provisions that if a film had received a levy it could be sold to outside television interests for five years, and that when a sale was made the levy should be returned to the pool.

In this exercise you are asked to match the reported version of the speech given above with the original. Under each sentence of the original speech you should write the corresponding words of the reported version.

1. I have one great regret – namely, that the Bill contains no provision in respect of the sale to the television contractors of films for which levy has been received.
2. I am sure that House is aware that television is a direct, if not mortal, competitor with the cinema industry.
3. The cinemas pay a statutory levy to the producing side of the industry for the sale purpose of giving help an encouragement., and particularly for making first-class feature films.
4. It is therefore hard that films on which payment has been levied at the box-office can be sold, as they are at present, to television contractors.
5. Recently 53 films were sold. I understand that these films were comparatively new, and had all received levy contributions.
6. There was nothing wrong in law. I wonder whether the Government would consider making provision whereby a film that has just received a levy shall not be sold outside television interests for a period of five years, and that when a sale is made the levy that the film has received shall be paid back to the general pool?

Exercise 23. Write the appropriate form of the verbs in brackets. More than one form is often possible:

1. He asked me if I (be) going to the party. - *am, was*
2. William says he (want) to be policeman when he grows up.
3. Jenny called after me to ask if I (be) going to the party the following evening.
4. At lunchtime my wife called to ask me where I (be) all morning ~~\_\_\_\_\_~~
5. She demanded to know why I (not come) home last night. ~~\_\_\_\_\_~~

6. She demanded to know why I (not come) home the night before.
7. The teacher wanted to know if I (can take) his class for him that evening.

Exercise 24. Anna has just met Colin Boyle, a singer she admires very much. She is telling her brother, Ian, about the meeting, and he wants to know exactly what Colin said to her, and what she said to him:

Ian: Well, what was he like? Was he friendly? What did he say?

Anna: He was really friendly. He asked me who I was.

Ian: Then what?

Anna: He asked me where I came from.

Ian: And what did you say?

Anna: I told him I came from Dublin of course. Then he said that was where he was born. Then I told him I'd been a fan of his for ages, and he said he was very flattered, and then he asked whether I was going to the concert tonight. So I told him we wanted to but we hadn't been able to get tickets, because they'd sold all but the most expensive ones and we couldn't afford those.

Ian: And did he give some tickets?

Anna: No, he didn't. But he did ask the concert hall manager if we could have some at the cheaper price. And the manager said, 'Yes'!

Now write exactly what Anna and Colin said:

1. Colin said: Who are you?
2. Colin said: \_\_\_\_\_
3. Anna said: \_\_\_\_\_
4. Colin said: \_\_\_\_\_
5. Anna said: \_\_\_\_\_
6. Colin said: \_\_\_\_\_
7. Colin said: \_\_\_\_\_
8. Anna said: \_\_\_\_\_
9. Colin said: \_\_\_\_\_

## REPORTED EXCLAMATIONS

Exercise 25. Rewrite the following in indirect speech. Note that the actual words of the shorter exclamations need not be reported, but that the speaker's feelings are to be indicated by means of a while sentence or some appropriate adverb or adverbial phrase, etc.

1. Good Heavens! What on Earth are you going here?
2. Dash it! I've cut my hand on a broken bottle!
3. Surely you don't think I've taken your textbook.
4. Really! That's hardly the way to make friends! You ought to be more careful about what you say to people.

5. What a surprise! I had no idea you were in Samara.
6. Well! That's a bit of luck. Fancy winning first prize!
7. That's one of the best jokes I've heard for a long time.
8. I say! What a wonderful view!
9. Sssh! There's someone asleep in the next room.

Exercise 26. Turn the following exclamations and questions into reported speech:

1. *'You did steal the money, did you?'* he said. – *He insisted that I had stolen the money*
2. *'Will you leave the keys?'* she asked. *'Of course!'* he said.
3. *'Wonderful!'* he said, when the bank manager agreed to lend him money.
4. *'Ouch!'* he said, as the nurse gave him the injection.
5. *'Would you like to come out with me?'* he asked. *'Not really,'* she replied.
6. *'I don't suppose you could lend me any money, could you?'* he asked me.
7. *'Wow!'* he said when he first saw the Pyramids.
8. *'Would you like another piece of cake?'* she asked. *'Yes, please,'* he replied.
9. *'Ugh!'* she said, as she stepped into the muddy puddle.

Exercise 27. Rewrite the following conversations in Reported Speech:

A *'How can I lose weight?'* Alan said. *'You mustn't eat sweets or oily food. You can eat potatoes, though. You should also get plenty of exercise,'* said the doctor. *'Shall I join a gym?'* said Alan. *'You needn't join a gym. You can go jogging every day,'* said the doctor.

B *'How can I get a job?'* Jane said. *'You can look through the newspapers at the job advertisements. You can also go to the Job Centre. I'm sure they could find you a job,'* said Julie. *'Shall I go to a private employment agency?'* said Jane. *'You could, but it will cost you a lot of money and you don't have much,'* said Julie.

## MODALS IN INDIRECT SPEECH

Exercise 28. Report the following sentences paying special attention to the verb MUST:

1. Dorian shook his head, *'You must not ask me about that, Basil.'*
2. *'Since I haven't seen anything, the vision you had must have been unreal.'*
3. *'I must part with you for my whole life and I must begin a new existence amongst strange faces and strange scenes.'*
4. *'I haven't seen her for ages. She must have changed since then. I am sure I won't recognize her.'*
5. *'Pull yourself together,'* I said. *'You must be imagining this.'*

6. 'When must Mr. Johnson return?' 'Next month.' 'You must be missing him terribly then.'
7. 'That man must have been professor Drake.'
8. 'Once a professional, one always must be a professional.'
9. 'You must be in London at nine o'clock and not later so that you should take a 10.30 train to Manchester.'

Exercise 29. Report the following sentences. Try to use phrases like *to be likely*, *to be sure*, *to be certain*, *evidently*, etc. instead of the verb MUST:

1. He said: 'They must have missed the train.'
2. He said: 'He must be playing darts now: it is his usual time for that.'
3. He said: 'You must not be very upset about it. You've always disliked this vase and now it's broken so what to worry about?'
4. He said: 'She must be an inexperienced swimmer though she said the reverse.'
5. He said: 'She must have every chance to win.'
6. He said: 'Sarah must be telling the truth. I am absolutely sure she is.'

Exercise 30. Report the following sentences:

1. She said, 'How can you trust this man who has already caused you so much trouble?'
2. Monica said, 'Your answering machine has spoiled the last recording. I cannot recognize the voice although it seems fairly familiar.'
3. Old Mr. Winkle exclaimed. 'Can she be already studying at the University? I remember her at the age of five. She was a wonderful child.'
4. 'Why didn't you ask me to assist with your business? I could have done everything possible to save your money,' said the father to his son.
5. 'Can I ask you to do me a favour? If you see Martin tell him I need to talk to him, please,' said Dr. Pambrook.
6. Professor Cave wanted me to inform you: he can't attend the conference. He hopes Mr. Collins will be able to make a report himself.

Exercise 31. Change the following into the sentences with Direct Speech. Pay attention to different ways of expressing permission and prohibition:

1. Jenny said that I might use the guest rooms in her village cottage as well.
2. I asked if I might bring my wife down next Saturday.
3. John said that I might take his car whenever I needed it.
4. It was not fair, I thought as a child, that my elder sister could watch TV till twelve, whereas I had to go to bed at nine o'clock.

5. The grey-headed gentleman asked if he was allowed to smoke there, and no one minded.
6. The guide said that we could take our cameras along as photography was allowed in the museum.
7. He asked if anyone minded his using the telephone, and after hearing that he might do as he liked, dialled a number.
8. I wondered if I was permitted to use the specific catalogues of the National Library.
9. Joseph cried angrily at Thomas that he might not do it.
10. Monica tried to console Jane saying that she should not have got offended with Michael's words. He obviously did not mean to hurt her.
11. Mother would always say that I was not to do this and I was prohibited to do that whereas Barbara could do whatever she pleased.
12. Mom, today we had a class on traffic regulations at school. We were told that we must not cross the street unless the light is green.
13. You know perfectly well what Aunt Augusta said. She let me know that since I had breeding I ought not to escape my duties as the master of the estate.

Exercise 32. Rewrite the following sentences in Indirect Speech:

1. 'Can you make dinner tonight, Tom?' she said. 'I'm working late.' ... *She asked Tom to make dinner that night, explaining that she was working late.*
2. 'Don't play near the road,' their mother said. 'It's too dangerous.'
3. 'Can you take the dog for a walk?' he said to her. 'I'm busy.'
4. 'Don't ask Simon how to use the computer,' she said to me. 'He doesn't know a thing about them.'
5. 'Can I borrow your pen, please?' he said to her. 'I need to write something.'
6. 'Please don't talk!' said the teacher. 'This is a test.'
7. 'Why don't you turn off the TV?' he said. 'You aren't watching it.'
8. 'Come to our house tonight, Mary,' he said. 'Jim wants to see you.'
9. 'Have you read your newspaper?' he asked her. 'I want to look at it.'
10. 'The baby should be asleep,' she said. 'It's ten o'clock.'
11. 'Why are you listening to the music,' he said. 'It's awful.'
12. 'Do you want to go to the cinema?' he asked her. 'There's a good film on.'
13. 'I don't want to any more cake,' she said. 'I've had enough.'
14. 'I'm learning French,' she said. 'I'm going to Paris on holiday.'
15. 'I like Susan,' he said. 'She's very friendly.'
16. 'Tom is a good businessman,' she said. 'He works hard.'
17. 'I'm teaching Jane's class,' she said. 'It isn't too difficult.'
18. 'I'm teaching Jane's class,' she said. 'She's on holiday this week.'

19. 'You should open up your own restaurant,' he said to Bill. 'You are a very good cook.'
20. 'Sarah would like to own the house,' he said. 'She's lived here a long time.'
21. 'You could become famous, June,' he said. 'You're a very good singer.'
22. 'Are you going to take the job?' he asked Jane, 'or will you wait for a better one?'
23. 'I need to buy some more oil,' she said. 'There is no more left.'
24. 'Can you phone Julie?' she asked me. 'I heard she has had a fight with Mark.'
25. 'Do you know when May will be back?' she asked. 'She's been away all week.'
26. 'Do you think we should try this new restaurant tonight?' he asked his wife. 'I heard it's very good.'
27. 'If anyone phones,' she said to me, 'tell them I won't be here until tomorrow.'
28. 'If I can't come to the wedding,' said John to Mary, 'I'll let you know tomorrow.'
29. 'Shall I tell Tom about the trip?' he said to her, 'or do you want to tell him yourself?'
30. 'Sofia shouldn't have said to the boss,' said Julian. 'He's very angry.'
31. 'I'd love to go to Venice,' she said. 'I've never been abroad.'
32. 'I must go now,' said Samantha, 'or I might miss the bus.'

### INTRODUCTORY VERBS

When we report a speaker's words, we interpret what we hear or read, so we use appropriate introductory verbs.

Exercise 33. Underline all the options that can complete each sentence. More than one option is possible:

1. My lawyer ... me to be on time.  
A wanted                      B offered                      C asked                      D told
2. Many people ... to help.  
A offered                      B agreed                      C didn't mind                      D promised
3. Their teacher ... against talking to strangers.  
A advised                      B recommended                      C suggested                      D warned
4. My girlfriend suggested ... alone  
A I go                      B going                      C I went                      D to go
5. Many people ... on Rita's new hairstyle.  
A complimented                      B talked                      C commented                      D remarked
6. I tried to ... Tara from having her nose pierced.  
A persuade                      B discourage                      C encourage                      D dissuade

Exercise 34. Report the following using the appropriate introductory verb from the list below:

*Promise, apologise, remind, complain, deny, inform, order, allow, encourage, forbid*

1. 'The exam papers are still being marked, Jane,' the teacher said. 2. 'Don't forget to thank your mother,' he said to Linda. 3. 'You mustn't come here again,' she said to the tramp. 4. 'I didn't hit him,' Sarah said. 5. 'I'll tidy up when I return home, Mum' Tim said. 6. 'You may see her for a few minutes,' the nurse said to me. 7. 'I'm sorry I forgot to do the homework,' she said to the teacher. 8. 'Get off the grass immediately!' he said to the kids. 9. 'You're always forgetting to shut the fridge door,' she said to her husband. 10. 'Come on! Try it again,' he said to me.

Exercise 35. First, write an appropriate introductory verb, then report the following situations:

1. 'You should go to a doctor.'
2. 'The bread is stale.'
3. 'I will buy you a present.'
4. 'You ought to tell her the news.'
5. 'I'm sorry I insulted you.'
6. 'Shall I help?'
7. 'Give me a statement or I'll detain you.'
8. 'Don't go near the fire.'
9. 'That's why I didn't go.'
10. 'I didn't steal the money.'
11. 'Let's go out tonight.'
12. 'You must spend Christmas with us.'
13. 'Please, please give me some money.'
14. 'Don't forget to tell Ann!'
15. 'Yes, she's a good person.'
16. 'Shall I call her?' he asked himself.
17. 'Can you pass me the salt, please?'
18. 'Yes, I'll help you.'
19. 'Would you like a cup of tea?'
20. 'I'll never forget your birthday again.'
21. 'Tell me where he is.'
22. 'You ought to stop smoking.'
23. 'You mustn't be back later than ten.'
24. 'She's such a funny person.'
25. 'Everybody be quiet!'

26. 'You may see Mr. Rogers.'
27. 'Go on, do as you want.'
28. 'Yes, I lied about my age.'
29. 'You made Sophie cry.'
30. 'I saw the murderer.'
31. 'I am the fastest swimmer of all.'
32. 'That's how you can do it.'
33. 'What shall I do?'

Exercise 36. Report the following conversation:

'Oh, I'm sorry to be early, Susan,' said Jane. 'Am I the first to arrive?'

'Yes. You are,' Susan replied, 'but it really doesn't matter.'

'No, I am terribly sorry. The babysitter arrived early,' said Jane.

'Well, why don't you help me in the kitchen?' said Susan.

'Of course. What would you like me to do?' replied Jane.

'On, no! I can smell the sausages burning,' Susan cried. 'I'd forgotten all about them. I hope they're not burnt.'

'You must let me see to them,' said Jane. 'Go ahead and greet your guests. I think I can hear the first one arriving.'

*... Jane apologised to Susan for being early ...*

Exercise 37. Fill each of the numbered gaps with one suitable word:

It was quite an emotional day, I ... (1) admit. A few of the younger clerks just ... (2) me good luck and ... (3) I would be happy in my new job. Some of the farewells from older colleagues were quite touching; one said I ... (4) been a kind of model for him, which I thought rather nice. The managing director made a speech at lunchtime, the usual gushing stuff about all I ... (5) done for the firm, how much I had ... (6) to its ethos and how the place ... (7) be the same without me. Fortunately he omitted to recall a conversation in which he had ... (8) me an incompetent idiot who ... (9) deserve to be working in a company as good as his. When it was my turn to respond, I couldn't believe the clichés I ... (10) out with: about what a pleasure ... (11) had been to work in a firm that ... (12) such high standards and ... (13) stand comparison with any company in the country; about how I ... (14) miss everybody and how I really ... (15) their kindness in presenting me with a pen. The cleaning lady was the last person ... (16) say goodbye to me. She just said she'd always ... (17) me as a gentleman. I thought that ... (18) sweet.

Exercise 38. Tell your classmates in complete sentences, what your parents, family members, or teachers insisted, demanded, recommended, and so on, when you were a young teenager.



## PUNCTUATION

Exercise 39. Add the necessary punctuation and capitalization to the following. Do not change the word order or add or delete any words:

1. Shall we play tennis on Sunday she asked
2. Colin his mother said is not here
3. He said stop it
4. Why are you late the teacher asked
5. Red is my favourite colour Tom said
6. Danny said I play the piano
7. Do you prefer basketball or football Peter asked
8. Barbara said I wasn't even there
9. Sandy asked her sister how can I help you through this difficulty
10. I'll answer your question later he whispered I'm trying to hear what the speaker is saying
11. I'm going to rest for the next three hours she said I don't want to be disturbed that's fine I replied you get some rest I'll make sure no one disturbs you
12. Do we want four more years of corruption and debt the candidate shouted into the microphone no the crowd screamed
13. The woman behind the fast-food counter shouted who's next  
I am three people replied at the same time  
Which one of you is really next she asked impatiently  
I was here first said a young woman elbowing her way up to the counter I want a hamburger  
You were not hollered an older man standing next to her I was here before you were give me a chicken sandwich and a cup of coffee  
Wait a minute I was in line first said a young man a cheeseburger and a chocolate shake  
The woman behind the restaurant counter spotted a little boy politely waiting his turn she turned to him and said hi Sonny what can I get for you

Exercise 40. Turn the following into a conversation. Mind the punctuation.

The policeman ordered the driver to step out of his car. The driver agreed, but he wondered what the matter was. The policeman inquired if the driver had been speeding, but the driver denied it. The policeman explained that it was illegal to drive at more than 50 km an hour on this stretch of road. The driver protested that he hadn't been speeding but the policeman insisted that he had. The policeman explained that he was obliged to give the driver a ticket for speeding .  
... *'Step out of your car!'* said the policeman ...

## REVISION

Exercise 41. Add the missing word in each of these examples:

1. Sylvia said ... she hadn't got enough time.
2. We enquired ... or not they were staying.
3. She asked ... I would stay long.
4. The firemen told us ... leave the building.
5. My father asked me ... I intended to do.

Exercise 42. Complete the following sentences:

1. The teacher promised that ...
2. The examinees were instructed not ...
3. I told him not ...
4. He told his girl-friend that ...
5. We told your friends ...
6. The manager assured the trainee that ...
7. The architect told his client that ...
8. The chairman agreed that ...
9. I understood that ...
10. Our friends were assured that ...

Exercise 43. Complete the sentences using the words in bold:

1. He reminded me to post the letter.

**Told** He ..... to post the letter.

2. 'Let's try that new Thai restaurant,' she said.

**Trying** She ..... new Thai restaurant.

3. 'Yes, I gave away your secret,' she said.

**Giving** She ..... my secret.

4. 'I'm sorry I lost the book you lent me,' he said.

**Apologised** He ..... the book I had lent him.

5. 'Don't go too near the edge of the cliff,' they said to us.

**Warned** They ..... too near the edge of the cliff.

6. 'No, I didn't steal the company's money,' the manager said.

**Having** The manager ..... the company's money.

7. 'What shall I do?' she said.

**Wondered** She ..... do.

8. 'You've caused a lot of pain to my family,' she said to him.

**Of** She ..... a lot of pain to her family.

9. He told the manager he was dissatisfied with the service.

**About** He ..... the service.

10. 'You must apply for the teaching post,' he said to me.  
**On** He .....the teaching post.
11. 'I'd like you to come to Paris with me,' he said to her.  
**Go** He .....to Paris with him.
12. 'Please, please don't give us any homework,' they said to the teacher.  
**Not** They .....give them any homework.
13. 'That's how I managed to escape,' he said to me.  
**How** He .....he had managed to escape.
14. 'I'll never forget our anniversary again,' he said.  
**Would** He .....their anniversary again.
15. 'You should try to find another job,' he said to me.  
**Me** He .....to find another job.
16. 'Yes, it was a very dull lecture,' she said.  
**That** She .....a very dull lecture.
17. 'No, I won't tell you where I was last night,' he said to her.  
**Her** He .....where he had been the night before.

**Exercise 44.** Finish each of the following sentences in such a way that it is as similar as possible to the sentence printed before it.

- 'Yes, that's right. I've booked a room for two nights,' said the man on the telephone.  
 The man on the telephone confirmed that he had booked a room for two nights.
- 'I'm sorry I shouted at you,' Ruth said to Rita.  
 Ruth apologized .....
- 'Look, Tim, you really shouldn't get so angry with people,' said the receptionist.  
 The receptionist told .....
- 'I'm really grateful for all the help you've given me over last few days,' the boy told his parents.  
 The boy told his parents he .....
- 'If you will agree to help me on this, I'll see what I can do about your working hours,' my previous boss told me.  
 My previous boss promised .....
- 'If you can't get here today, what about tomorrow?' my mother asked me on my birthday.  
 My mother wondered .....
- 'Do you think you might be able to get the money by this evening?' the shop owner enquired.  
 The shop owner asked me .....
- 'I'd rather you didn't tell anyone about it,' my wife asked me.  
 My wife asked me .....

9. 'Don't worry. I'm not in a position to lend you any money at the moment,' said the manager, 'though I would if I could.'  
The manager said that .....
10. 'But you really must come and stay with us for the weekend,' said Philip.  
Philip insisted .....

Exercise 45. The following sentences contain errors. Correct the errors.

1. What is the government official going to say in his speech tonight will affect all of us.
2. I asked Paul help me move the table to the other side of the room.
3. My friend asked me what you are going to do Saturday? I replied it depends on the weather.
4. What my friend and I did it was our secret. We didn't even tell our parents what did we do.
5. The doctor asked that I felt okay. I told him that I don't feel well.
6. Is clear that the ability to use a computer it is an important skill in the modern world.
7. They asked us that we will be sure to turn out the lights when we leave.
8. Is true you almost drowned? my friend asked me. Yes, I said. I'm really glad to be alive. It was really frightening.
9. It is a fact that I almost drowned makes me very careful about water safety whenever I go swimming.
10. I didn't know where am I supposed to get off the bus, so I asked the driver were is the science museum. She tell me the name of the street. She said she will tell me where should I get off the bus.
11. Studying psychology last year made me realize that what kind of career did want to have.
12. My mother said don't forget your family when you're far away from home.
13. When I asked the taxi driver to drive faster he said I will drive faster if you pay me more. At that time I didn't care how much would it cost, so I told him to go as fast as he can.
14. My mother did not live with us. When other children asked me where was my mother, I told them she is going to come to visit me very soon.
15. I asked him what kind of movies does he like, he said me, I like romantic movies.

Exercise 46. In each of the following, select the ONE correct answer.

1. He asked me where \_\_\_\_\_.  
a) did I live      b) I lived      c) do you live      d) that I lived.
2. I talked to Bob two weeks ago. I thought he wanted to know about my cat, but I misunderstood him. He asked me where \_\_\_\_\_, not my cat.

- a) is my hat      b) my hat was      c) my hat is      d) was my hat
3. 'The people in the apartment upstairs must have a lot of children.' 'I don't know how many \_\_\_\_\_, but it sounds like they have a dozen.'
- a) children do they have      b) children they have  
c) children they have      d) they have children
4. 'There's too much noise in this room. I can't understand what \_\_\_\_\_.'
- a) is the professor saying      b) is saying the professor  
c) that the professor is saying      d) the professor is saying

### Exercise 47.

a) Read the following text. Talk about a situation in which you said something different from what you thought or felt. What might the reason for your behaviour have been, for example: *fear / not caring / not wanting to hurt / etc.*

Jeff, a high school student, visits Ellen, a classmate, to apologise for his rude behaviour towards her at school.

'Hey, Ellen,' I said, '...listen Ellen, don't cry. Listen ...I...I'm sorry. I didn't mean what I said.'

'Yes, you did,' she said. 'You did mean it.'

'No, I didn't,' I lied. 'It was just a lousy day for me. You know how it is sometimes. You have a lousy day, and you just say stupid things that you don't mean. Honestly, Ellen, I didn't mean it.'

b) Work in pairs at constructing a text from the skeleton below.

I s \_ \_ \_ I d \_ \_ \_ ' c \_ \_ \_ ,  
b \_ \_ I d \_ \_ \_ ' f \_ \_ \_ \_ g \_ \_ \_ \_ i \_ \_ \_ t \_ \_ \_ ,  
I s \_ \_ \_ t \_ \_ c \_ \_ \_ \_ w \_ \_ a g \_ \_ \_ i \_ \_ \_ ,  
b \_ \_ l w \_ \_ \_ ' s \_ \_ \_ w \_ \_ \_ \_ I r \_ \_ \_ \_ f \_ \_ \_ l \_ \_ \_ g \_ \_ \_ \_ ,  
a \_ \_ l \_ \_ \_ I s \_ \_ \_ t \_ \_ a d \_ \_ \_ w \_ \_ f \_ \_ w \_ \_ m \_ ,  
b \_ \_ I w \_ \_ t \_ \_ a \_ \_ w \_ \_ o \_ \_ \_  
a \_ \_ I h \_ \_ m \_ \_ f \_ \_ d \_ \_ \_ t \_ \_ \_ \_  
I r \_ \_ \_ \_ d \_ \_ \_ ' w \_ \_ \_ t \_ \_ .

You can check the completions at page 34. (the end of the part "Indirect Speech")

c) Put the jumbled text in the correct order.

when she explained all the details,  
when she showed me her new machine,  
But I felt good about my lies  
but I thought that

I said 'how interesting'  
playing chess with a machines was awful.  
because she is such a lovely girl.  
but I thought that a computer was  
I said 'wow'  
I said 'marvellous'  
when she played a game on the screen,  
but I thought that the view from her room was nice.  
the last thing I would buy for myself.

Exercise 48. Rewrite the following in Indirect Speech:

1. 'Oh, Roger! What a surprise! Lisa said at the sight of her husband. 'Hello, Lisa. Happy Birthday!' Roger said, giving her some flowers. 'Wow – they're lovely!' Lisa said. 'Thank you.' 'Would you like me to put them in water for you?' Roger asked. 'Yes, please,' Lisa said. 'Let's go out tonight, shall we?' Roger said. 'I've found a new restaurant which I think you'll like.'
2. Must you catch the 6 o'clock train? What a pity! Why you don't go home by a later train? I don't think your mother would mind if she knew you were with me. Let's give her a ring and see what she says. (Imagine you were a bystander and overheard a young man saying this to a young lady. You report it later to a friend.)
3. John! Isn't that a lovely carpet?! I wonder how much it is. Shall we go and ask? If it isn't too expensive we might consider buying it for our bedroom. The old one's threadbare, anyway. We should have got rid of it ages ago.(The next day John's wife tells her friend what she said to her husband)
4. Did you hear the bang? I think it must have been a plane going through the sound barrier.
5. How far is it from here to the nearest petrol station, Father? Do you think we have enough left to get us that so far? If not, it looks as if we shall have to walk the rest of the way.
6. Have you seen the book I was reading yesterday? I'm sure I left it on the table with my other things, but it seems to have disappeared.(Five minutes later – I asked you ...)
7. My brother can't bear criticism. So long as everything is going well in his work he's happy and enthusiastic, but as soon as anyone utters a word of disapproval or doubt he becomes morose and introspective, and he drops whatever he's doing. I sometimes wonder whether he oughtn't to see a psychiatrist.(Reported many years later) He said ...
8. What time was it when we left the High Street? Did you notice whether the shops were shut?(Later the same day) He asked me ...

9. 'Would you mind if I use your phone? John is ill and I want to call a doctor.' 'Not at all. What's the matter with him, do you think?'(Reported the following day) She asked me ...

Exercise 49. Turn the following into a conversation:

Christine complained that their house was too small. She suggested looking for somewhere bigger. Wayne asked her why she wanted to move. He pointed out they had only moved in a year before. She reminded him that he had said it would only be temporary. He agreed, but told her that his business hadn't been very successful so they couldn't afford to move yet. Christine asked if they would be able to move the following year. She said that the baby was growing up fast and that he needed his own room. Wayne admitted that she was right, but asked her to be patient. He promised that they would move as soon as they could afford it.

Exercise 50. Write a summarized report of the following speech.

'I am delighted to have been elected onto the Council and I thank all those voters who came out in the rain today to vote for me. I am very much looking forward to representing the interests of the residents of Kimbridge Valley and hope that I will have the opportunity to do so for many years to come.

During the last few weeks, I have spoken to many of the valley residents on the doorstep and I have a clear idea of the issues which are of most concern to them. The proposed closure of the school is understandably causing a great deal of anxiety and I shall do everything in my power to fight against that/ I hope that I will be successful.

Thanks again to my supporters and a big thank you to all those who helped me during the campaign.'

Exercise 51. Read the following conversations and report them in indirect speech. The dialogues should be economical and emotional. Try to render the mood, emotions and humour of the interlocutors.

A

Paul: I bought a dog, Polly.

Polly: What sort of a dog?

Paul: Oh, just an ordinary dog, Polly.

Polly: What's it called, Paul?

Paul: Oh, it's got just an ordinary name.

Polly: Is it called Spot?

Paul: No ... it's called ... Polly.

B

Arnold: Ask it to bark, Margaret.

Margaret: Rather think it can't bark, Arnold.

Arnold: Can't bark? What do you mean can't bark? Ask it to bark, Margaret.

Margaret: Can't you bark?

Arnold: Bark! Can't you bark! Bark!

Margaret: Arnold can bark.

C

Mr. Taylor: I am a conservative as a matter of fact.

Mrs. Ivors: As a matter of fact I am a conservative too.

Mr. Taylor: There are various varieties of conservatives, misses Ivors. And I'm afraid that my sort of conservative and your sort of conservative are different.

Mrs. Ivors: Yes, Mr. Taylor, yes, but ...

Mr. Taylor: Not another word!

Exercise 52. Bonnie and Myra are both students at UCLA. Cathy is their French instructor and a graduate student in the French Department. They are having a conversation over coffee after class. The end of the term is approaching.

Report their conversation:

M: This is the first time I've ever had a class in a language where I haven't been afraid to speak the language. Usually I would never speak. But in your class I enjoy it.

B: Yeah. We have so much fun in this class!

M: I know. I'm just dreading next fall. I'll probably get some horrible person, who ...

B: A biddy, some biddy!

C: Naw, we don't have any old biddies, except one, and she teaches grad courses.

M: Oh good. Well, I'll check 'em out and whoever I get, I'll come to talk to you. I'll find out how their teaching is.

C: Okay.

B: You know, I was going to come down to you earlier in the course and say, 'Look, if we give you a hard time, it's not because we don't like you. It's just that it's fun in your class.'

C: No. I'd rather have it that way. I hated the first four weeks because I feel very uneasy when I just know that people don't want to talk to each other, or to me.

B: I thought the first four weeks were really interesting, I mean I was really fascinated by the language.

SPEAKING

Exercise 53. Make up a dialogue that might take place between a policeman and a witness of an accident or a crime. Imagine one of you (the witness) heard something important for the investigation. The policeman should ask the other one what he/she had heard, what the suspects were talking about, etc.



Exercise 54. Imagine that your mother has to go to a very important conference to another town for two weeks. She asks you to do all the house chores. Make up a telephone talk to your friend and complain about your situation.

Exercise 55. Break up into small groups and discuss one (or two, or all) of the following topics. At the end of your discussion, make a formal written report of the main points made by each speaker in your group. (Do not attempt to report every word that was spoken.)

In your report, use words such as *think*, *believe*, *remark*, and *state* to introduce noun clauses. When you use *think* or *believe*, you will probably use present tenses (e.g. John thinks that money is the most important thing in life.) When you use *say*, *remark*, or *state*, you will probably use past tenses (e.g. Ann said that many other things were more important than money.)

Do you agree with the given statements? Why or why not?

1. Money is the most important thing in life.
2. A woman can do any job a man can do.
3. When a person decides to get married, his or her love for the other persons is the only important consideration.
4. A world government is both desirable and necessary. Countries should simply become the states of one nation, the Earth. In this way, wars could be eliminated and wealth could be equally distributed.

## WRITING

Exercise 56. Listen to a long conversation between two people. You can do this in a public place, such as a college cafeteria or a restaurant, or at your family dinner table. Or you can watch an interview show on television. Make detailed notes about the conversation. Then report that conversation, using no direct quotations but letting your reader know as much as you can about the course of the conversation as accurately as you can. Begin like this:

On ..... at ..... (give day and time), I heard a conversation between ... It went like this: ...

Exercise 57. Imagine that you are a newspaper reporter who has been asked to write a short article about a recent campaign to improve literacy in your country. Remember to use verbs like *add*, *warn*, *promise*, etc.

NOTES: - Literacy must be improved – standards of education need to be raised – we can improve things – this campaign can be a success – the literacy rate is unacceptably low – the country needs a change

Exercise 58. You are a newspaper reporter at a press conference. You and your fellow reporters (your groupmates) will interview your teacher or a person

whom your teacher invites to class. Your assignment is to write an article for the university newspaper. The purpose of your article is to give a professional and personal sketch of the person whom you interview.

Take notes during the interview. It is important to report information accurately. Listen to the answers carefully. Write down some of the important sentences so that you can use them for quotations in your article. Ask for clarification if you do not understand something the interviewee has said.

When you write the article, try to organize your information into related topics. For example, if you interview your teacher:

1. General introductory information
2. Professional life
  - A. Present teaching duties
  - B. Academic duties and activities outside of teaching
  - C. Past teaching experience
  - D. Educational background
3. Personal life
  - A. Basic biographical information (e.g., place of birth, family background, places of residence)
  - B. Spare-time activities and interests
  - C. Travel experience

The above outline suggests one possible method of organization. You must organize your own article, depending upon the information you learn from the interview and whom you interview.

When you write your report, most of your information will be presented in reported speech; use quoted speech only for the most important or memorable sentences. When you use quoted speech, be sure you are presenting the interviewee's *exact* words. If you are simply paraphrasing what the interviewee said, do not use quotation marks.

Answer for exercise 47 b):

I said I didn't care,  
but I didn't fancy going into town,  
I said the cinema was a good idea,  
but I wasn't sure whether I really felt like going,  
and later I said that a drink was fine with me,  
but I was tired and worn out  
and I hated myself for doing things  
I really didn't want to.

## PASSIVE VOICE

Exercise 1. In order to convey new meanings in accurate and appropriate ways, you should understand the reasons underlying grammar structures and the situations in which they are chosen.

Match the situations in which the passive voice would be chosen over the active voice and the examples illustrating these situations.

1. The agent of the action is unimportant or unknown	a) My letter has been opened. (Instead of 'You've opened my letter.')
2. The writer wants to sound objective	b) The kidnappers have been arrested
3. The agent is obvious and, therefore, not expressed	c) Rene Arredondo beat Lonnie Smith, but he was beaten by Gato Garcia.
4. Attention is being drawn to the 'receiver' rather than to the 'doer' of the action	d) What a beautiful picture! Isn't it? It was painted by one of my students
5. The writer wants to make statements more polite or formal.	e) My dog was hit by a car.
6. The writer wishes to keep the same grammatical subject in successive clauses	f) My car was stolen yesterday.
7. When the theme is shared information, but the agent is new	g) It is believed that this was among the most important Government's decisions.

Exercise 2. Where possible, rewrite each of the following sentences in two different ways, using a different subject each time. Some sentences may be different only one way.

*Note:* Some verbs are followed by two nouns, but the second is not really an object.

Example: The policeman gave me a ticket.

*I was given a ticket by the policeman.*

*A ticket was given to me by the policeman.*

1. They gave him a watch when he retired. He ..... A watch .....
2. She will send you a fax. You ..... A fax .....
3. They are going to show me a new technique.
4. The waiter is serving them dinner now.
5. The referee declared the boxing match a draw.
6. They should have sent you a receipt.
7. The teacher won't show him his marks.
8. Ken offered Janet a ride.

9. Miss Price has taught Arnie a new dance step.
10. They should have ordered you a taxi.
11. The police showed the victim a picture of the suspect.
12. People used to sell the tourists fake anitques.
13. They didn't guarantee every participant a free lunch.
14. They reported the incident to the police.
15. People suggested to us that the Internet would be a good source of information.
16. We'll give the new members of staff all the help they need.
17. The incident earned him the reputation of being unreliable.

Exercise 3. Spot the errors. Find the mistakes in each of these sentences and correct them.

1. Romeo and Juliet were written from Shakespeare.
2. I can't give you a ride because my car is repairing.
3. I were told that, after been repaired it will be as good as new.
4. It thought that many diseases caused by smoking cigarettes.
5. We were telling to arrive by noon, but we were delay.
6. It was announce for the company president that large profits had be made.

Exercise 4. Who by? Match the two columns. Then make a sentence for each, using the passive.

1. Guernica	... Margaret Mitchell
2. Radium	...Isaak Newton
3. Penicillin	...Picasso
4. Psycho	...Agatha Christie
5. A Farewell to Arms	...Thomas Edison
6. Rashomon	...the Ancient Egyptians
7. Light bulbs	...Madonna
8. Gone with the Wind	...Alfred Hitchcock
9. Gravity	...Alexander Fleming
10. Walkman stereo	...Walt Disney
11. Mickey Mouse	...Samara State University
12. Lord of the Flies	...Ernest Hemingway
13. Lord of the Rings	...Sony
14. 'Material Girl'	...J.R.R. Tolkien
15. Aida	...Marie Curie
16. War and Peace	...William Golding
17. The Pyramids	...Akira Kurosawa
18. This book	...Leo Tolstoy
19. Murder on the Orient Express	...Verdi

Exercise 5. Write the sentences in the passive as in the example.

1. (The floor/ not clean/ yet)    *The floor hasn't been cleaned yet.*
2. (The politician/ interview/ now)
3. (The Mona Lisa/ paint/ Leonardo da Vinci)
4. (My flat/ burglar/ last night)
5. (All tickets/ sell/ before we got there)
6. (The dog/ not feed/ yet)
7. (The presents/ wrap/ now)
8. (The prizes/ award/ President/ tomorrow)
9. (Tea/ grow /India)
10. (The prisoners/ take/ to prison/ now)

Exercise 6. Reorder the sentences and combine them into a coherent and cohesive text.

1. Now this old section is no longer a slum.
2. Many changes have been made.
3. New businesses have been started.
4. Education has not been neglected.
5. This section has not changed into an exciting place to live and work.
6. One old building had been converted into a theater.
7. A new college has recently been opened.
8. An old section of Portland has been recently restored.
9. New elementary and secondary schools have been built.
10. Cultural activities have been encouraged

Write a similar report about the recent changes that have taken place in the place where you live.

Exercise 7. Identify the word in bold as an adjective or past participle.

*Note:* Remember that participles like **amazed**, **broken**, **interested**, **pleased**, **worried** etc. can be used either as adjectives or past participles in the passive. If these participles are used as adjectives, they are used to describe a situation, not an action. In these cases, no agent is implied, they cannot be turned into the active. Compare: *The first time I saw the building I was amazed.* (“amazed” is used as an adjective ) *I was amazed by your work.* (“amazed” is used as part participle – *Your work amazed me.*)

1. The audience were **amused** by the play.
2. Her blouse is **made** of silk.
3. The last time I went to the dentist I was **scared**.
4. The doors were **locked**.

5. She was **worried** all day after hearing the news.
6. The **students were bored by the lecturer's long speech.**
7. He is **lost**.
8. She was **exhausted** after cleaning the house all day.
9. Sue was **delighted** with all her birthday presents.

Exercise 8. Fill in 'by' or 'with'.

1. Most children are strongly influenced ... their parents.
2. The jam sandwiches were made ... white bread.
3. Jake was dismissed ... his boss.
4. The show was presented ... Mr. Jones.
5. The parcels were tied ... string.
6. The meal was eaten ... chopsticks.
7. This song was performed ... Madonna.
8. This awful mess was made ... Carol's dog.
9. The football fans were observed ... the police.
10. My hair was cut ... a top stylist.
11. The goal was scored ... Liverpool's youngest player.
12. The beds were made up ... clean sheets.
13. The supermarket trolley was filled ... cat food.
14. My camera was loaded... a black and white film.

Exercise 9. Put the transitive verbs into the passive voice. Do not mention the agent unless it seems necessary.

1. The milkman brings the milk to my door but the postman leaves the letters in the hall.
2. In future, perhaps, they won't bring letters to the house, and we shall have to collect them from the Post Office.
3. People steal things from supermarkets every day; someone stole twenty bottles of whisky from this one last week.
4. Normally men sweep this street every day, but nobody swept it last week.
5. Someone turned on a light in the hall and opened the door.
6. We never saw him in the dining-room. A maid took all his meals up to him.
7. Someone left this purse in a classroom yesterday; the cleaner found it.
8. We serve hot meals till 10.30, and guests can order coffee and sandwiches up to 11.30.
9. Passengers leave all sorts of things in buses. The conductors collect them and send them to the Lost Property Office.
10. An ambulance took the sick man to hospital. (*Mention ambulance*)
11. We kill and injure people on the roads every day. Can't we do something about this?

12. Dogs guard the warehouse. The other day a thief tried to get in and a dog saw him and chased him. (*A thief who ...*)
13. The watchman called the police. The police arrested the man.
14. Tom had only a slight injury and they helped him off the field; but Jack was seriously injured and they carried him off on a stretcher. (*Tom, who had ..., but Jack, who was ...*)
15. You can't wash this dress; you must dry-clean it.
16. They are demolishing the entire block.
17. He suggested allowing council tenants to buy their houses.
18. The court tried the man, found him guilty and sent him to prison.
19. They are repairing my piano at the moment.
20. Passengers shouldn't throw away their tickets as inspectors may check them during the journey.
21. They invited Jack, but they didn't invite Tom.
22. The guests ate all sandwiches and drank all the beer. They left nothing.
23. Has someone posted my parcel?
24. Why did no one inform me of the change of plan?
25. We shall have to tow the car to the garage.
26. I'm afraid we have sold all our copies but we have ordered more.
27. Someone stole my car and abandoned it fifteen miles away. He had removed the radio but done no other damage.
28. A frightful crash wakened me at 4 p.m.
29. When they have widened this street the roar of the traffic will keep residents awake all night.
30. An earthquake destroyed the town.
31. A machine could do this much more easily.
32. We cannot exchange articles which customers have bought during the sale. (*Articles ...*)
33. They are watching my house.
34. Candidates may not use dictionaries.
35. This used to be number 13, but now I see that someone has crossed out '13' and written '12A' underneath.
36. They took him for a Frenchman, his French was so good.
37. You should have taken those books back to the library.
38. They have taken down the *For Sale* notice, so I suppose they have sold the house.
39. We had to give the books back; they did not allow us to take them home.
40. The government has called out troops.
41. Fog held up the trains.
42. We called in the police.
43. They are flying in reinforcements.
44. Everyone looked up to him. (*agent required*)
45. He hasn't slept in his bed.

46. They will have to adopt a different attitude.
47. Her story didn't take them in.
48. Burglars broke into the house.
49. They frown on smoking here.
50. After the government had spent a million pounds on the scheme they decided that it was impracticable and gave it up.
51. The crowd shouted him down.
52. People often take him for his brother.
53. This college is already full. We are turning away students the whole time.
54. You will have to pull down this skyscraper as you have not complied with the town regulations.
55. I'm employing a man to tile the bathroom.
56. It is your duty to make tea at eleven o'clock. (Use *suppose*)
57. We know that you were in town on the night of the crime.
58. You needn't have done this.
59. We believe that he has special knowledge which may be useful to the police. (one passive)
60. It's a little too loose; you had better ask your tailor to take it in. (one passive)
61. He likes people to call him 'sir'.
62. Don't touch this switch.
63. You will have to get someone to see to it.
64. It is impossible to do this.
65. They suggested banning the sale of alcohol at football matches.
66. Someone is following us.
67. You have to see it to believe it. (two passives)
68. He doesn't like people laughing at him.
69. People believe that he was killed by terrorists.
70. We know that the expedition reached the South Pole in May.
71. Before they invented printing, people had to write everything by hand.
72. They urged the government to create more jobs.
73. Although the cheetah is the fastest animal in the world, it is in the danger of becoming extinct if it continues (kill) for its skin.
74. He (make fun of)? But he never (answer) back.
75. When the door (close), he (put down) his book. His pipe (forget). He (stare) in front of him.
76. Tony's proposal (turn down), but he (not ask) why.
77. He (tap) on the door. "Who's there?" The question (ask) in a whisper.
78. What (change) in this room? You (put) a new carpet?
79. Who (leave) the door open? Mrs. Jones (leave) her door open last week, and her house (break into).
80. The children (frighten) by the story. It was about ghosts, witches and evil spirits.



81. Derek crashed his mother's car, and now they can't go on holiday. It (cannot/repair) quickly, because the front end (knock) into the wheel, making it unmovable.
82. Yesterday we had a surprise party for Albert's birthday. While Mary (take) him to a show, we (gather) at his apartment. When they (return) home, Albert was surprised to see us all there.
83. The scandal is certain (report) in all the newspapers. The president (have) a difficult year.
84. Yesterday the murder trial of James Kent came to an end. He (sentence) to ten years' imprisonment.
85. Flight attendants are always very busy. They (show) passengers how to put on a lifejacket, and (serve) food and drinks.
86. Every attempt is made so that airline passengers feel safe and comfortable. They (show) how to put on a lifejacket, and (serve) food and drinks.
87. Good luck with your new job in Italy. I'm sure you (tell) what you have to do when you arrive.
88. Your new boss is Donatella Morno. She (tell) you what you have to do.
89. Joan is an example of someone who can't beat the odds. In 1980, she (tell) she had six months to live because she had cancer. After exercise, dieting and positive thinking she (recently/inform) that she (beat) the disease.
90. This newspaper (publish) by an Italian company. It (always/have) interesting stories.
91. Rice (grow) in this area for hundreds years, but now the government (try) to find an alternative crop because rice (not/make) much profit last year.
92. My shoes (make) in Italy, but I (buy) them in France last May.
93. The Queen (not/see) since last June. The newspapers (say) that she is sick, but most people (not/believe) it.
94. White lies (define) as being inoffensive.
95. In one study, 130 subjects (ask) to keep track of the truthfulness of their everyday statements.
96. Sometimes a face-saving lie (prevent) embarrassment for the recipient.
97. "You didn't receive the check? It must (delay) in the mail."
98. Sometimes we (lie) to escape an unpleasant situation.
99. "I really have to go. I should (study) for a test tomorrow."

Exercise 10. Complete the sentences with the words in parentheses. Some of the sentences are active and some are passive. Use any appropriate tense.

1. You (notify) by my secretary next week.
2. Last night I (remember, not) to lock my front door.
3. At the present time, the oldest house in town (restore) by the Historical Society. When the restoration is finished, the house is sure to be a popular tourist attraction.

4. A: What a beautiful old wooden chest!  
B: It (build) by my grandfather over fifty years ago.
5. At one time, the entire world (rule) by dinosaurs. Some dinosaurs (walk) on their hind legs and (stand) as tall as palm trees.
6. Disneyland is a world famous amusement park in Southern California. It (visit) by more than ten million people every year.
7. Many of us take water for granted in our daily lives, but people who live in the desert (use, not) water carelessly. To them, each drop is precious.
8. I (agree, not) with people who say space exploration is a waste of money. What do you think?
9. Most insects (live) for less than a year. The common housefly (live) from 19 to 30 days.
10. (You, accept, already) by this university when you heard about the other scholarship?
11. I got a taxi quickly because I (follow) by two strange men. As soon as I got into the taxi, I (feel) a little safer.
12. The impact of the earthquake yesterday (feel) by people who lived hundreds of kilometres from the epicenter.
13. Mark (influence) a lot by his friends, isn't he? He should be more independent and think for himself.
14. The examination papers are scored by machine. The students (tell) their results next week.
15. The project got finished early. The committee (complete) its work three weeks ahead of schedule.
16. The teacher (assist) by two graduate students during the exam yesterday.
17. During the family celebration, the little boy was crying because he (ignore). He needed some attention, too.
18. A: Where (buy, you) that beautiful necklace?  
B: I (buy, not) it. It (give) to me for my birthday. (Like, you) it?
19. Soon after I (apply) for a job with the United Nations two years ago, I (hire).
20. The crocodiles at the zoo look like statues. They (lie) perfectly still for hours at a time. They have no need to move because they don't have to hunt for their food. They (feed) regularly by the zookeepers.

Exercise 11. Rewrite the following passages in the passive.

1. My parents own the best restaurant in our town. Last weekend my father dismissed the head waiter as he had stolen stock from the cellar. My father is going to hire a new waiter as he is doing all the work by himself at the moment. He asked me to help serve the food. However, I mixed up all the orders and the customers made several complaints. I'm sure my father will never ask me to help him again!

2. The government made an important decision last night. They will ban all cars from the centre of town as pollution is seriously affecting people's health. They will allow only bicycles and buses to enter the town centre. They are making plans for a new environmental police force. After all, they must do something before it's too late.

Exercise 12. Rewrite the following texts, putting the underlined verbs into the passive and making any other changes that are necessary. Use **by + agent** where appropriate.

1. The company is sorry to announce that the situation has forced it to introduce a range of cost-cutting measures as from the beginning of the new year. Unfortunately, we can no longer provide free tea and coffee. Someone is going to install new coin-operated drinks machines in every department and you can purchase a wide range of drinks from these. We will also stop overtime payments after the end of this month and we will expect all members of staff to complete their duties within their contract hours. You must no longer make personal calls from office phones and we request you to use the pay phone in the basement for this purpose.
2. Fire almost completely destroyed the royal Hotel last night. By the time someone called the Fire Brigade, the hotel was already blazing. Ambulances took fifteen people to hospital suffering from severe burns. They say that seven of them are in a serious condition. People think that a discarded cigarette started the fire.
3. Jane is talking to her friend Greg about her holiday.

G: So, how was the holiday?

J: Oh, it was fantastic. They organized everything so well. As soon as we arrived at the airport, our courier met us and took us to the hotel. Someone had cleaned all the rooms beautifully and put fresh flowers on the tables.

G: Oh, how lovely. And what about the food?

J: It was excellent. They freshly prepared it all in the hotel and they even made the bread in the hotel kitchen. They served the bread tools hot every morning with breakfast.

G: Mm, it does sound good. I must say, I'd like someone to cook my meals for me for a couple of weeks. And what about the surrounding area? Was that nice?

J: Oh beautiful. There were trips every day and they showed us all the local sights. There was so much history to see. You'd love it there, honestly.

Exercise 13. Put the verbs in brackets into the correct passive form:

- I. Professor Higgins, who 1) \_\_ (award) a major science prize last month, 2) \_\_ (invite) to take part in a conference which 3) \_\_ (hold) in London last week. He 4) \_\_ (meet) at the airport by a driver who, unfortunately, 5) \_\_ (give) the name of the wrong hotel to take the professor to. A large reception 6) \_\_ (organise) for the professor, and at least 200 eminent scientists 7) \_\_ (invite) to meet him that evening. The poor professor, however, 8) \_\_ (leave) at a small hotel in a rather bad area, and when he asked to speak to the Head of the Conference Committee he 9) \_\_ (tell) to try somewhere else because he 10) \_\_ (not/hear of) there. Luckily, later that evening, the driver 11) \_\_ (send) to the hotel where the reception 12) \_\_ (hold), and when he 13) \_\_ (ask) what he had done with the professor, everyone realised that a mistake 14) \_\_ (make). The professor says that if he 15) \_\_ (ever/send) another invitation to a conference, he hopes 16) \_\_ (organise) more efficiently.
- II. There is an old castle in Norwich which 1) \_\_ (believe) to 2) \_\_ (haunt). It 3) \_\_ (call) North Castle and it 4) \_\_ (say) that ghosts can 5) \_\_ (see) there at night. The castle 6) \_\_ (build) 400 years ago and 7) \_\_ (own) by two old ladies who 8) \_\_ (believe) to be witches. One day, long ago, they both disappeared and they 9) \_\_ (never/see) again. In 1985 the castle 10) \_\_ (buy) by a businessman and 11) \_\_ (convert) into a luxurious hotel. The castle 12) \_\_ (visit) by quite a few guests every year and special groups 13) \_\_ (organise) to watch for ghosts. It has been along time since any ghosts 14) \_\_ (see), but one night a trick 15) \_\_ (play) on some visitors by a local couple, who dressed up as the two 'witches'. They 16) \_\_ (see) by a guest, who said she 17) \_\_ (frighten) almost to death. The couple apologised the next day, and 18) \_\_ (tell) never to visit the castle again, certainly not in the middle of the night dressed up as two witches.
- III. Something should 1) \_\_ (do) to protect holidaymakers from awful experiences. So many articles 2) \_\_ (write) so far in newspapers and magazines warning tourists to guard against being victims of tricksters. The brochure advertisements ought to 3) \_\_ (approve) by ABTA\* before 4) \_\_ (publish) to ensure that the details which 5) \_\_ (give) aren't misleading or inaccurate. Mr. and Mrs. Brown had a typical bad holiday experience. They arrived at the old hotel which was situated in the middle of nowhere. The brochure claimed that it 6) \_\_ (build) recently, but it was obvious that it was old. It 7) \_\_ (not/decorate) for years and the paint was peeling off the walls. The previous owners had sold the hotel, which 8) \_\_ (buy) by an elderly couple. They 9) \_\_ (advise) by their children to employ staff to manage it but, unfortunately, people 10) \_\_ (still/interview) at the time when Mr. and Mrs. Brown arrived. Food 11) \_\_ (not/serve) in the restaurant and guests 12) \_\_ (expect) to make their own arrangements. As if wasn't enough, when they went to their rooms, they found the bed linen 13) \_\_ (not/change) after

the previous occupants. As far as Mr. and Mrs. Brown were concerned the hotel should 14) \_\_ (close) until adequate staff 15) \_\_ (employ). It is certainly nothing like the hotel which 16) \_\_ (describe) in the brochure.

**Exercise 14.** Put the verbs on brackets into the correct tense and form. Some of the verbs should be in the passive and some in the active.

### ***Animals on the Roads***

More cars and lorries ... (drive) on our roads every year and, sadly, as a result of this, more and more wild animals ...(kill) by vehicles. Roads often ...(cross) the routes that ...(take) by animals when they are migrating, breeding or feeding.

Every spring, many thousands of toads ...(kill) as they ...(make) their way to the traditional breeding ponds. All over the world, animals are victims of the road and their dead remains can ...(often see) lying on the roadside. Rabbits sometimes seem to ...(hypnotize) by the headlights of cars and ...(not move) quickly out of the way.

...(can anything do) to protect these animals from the dangers of the road? Well, in 1969, a toad tunnel ...(build) in Switzerland and was a great success. Since then, other tunnels ...(construct) elsewhere in Europe.

**Exercise 15.** Fill each of the numbered blanks in the following passage with one suitable word.

Twenty-four hours after arriving in the country, I ... (1) told to leave. The security police, the country's largest employer, came to my hotel, politely asked me what I thought of the city and then recommended that I leave on the morning plane. I asked them why I was ... (2) expelled and they said it was not a question of my being '...(3) out', they were simply recommending that I leave. I refused and the problems started. My passport and plane ticket ... (4) stolen from my room after my key 'disappeared'. The police shrugged their shoulders and decided not to interview the leather-jacketed youth who I ...(5) been pressed up against in the lift. For three days I was ...(6) by two not very secret policemen everywhere I went. I visited a fellow-journalist whose address I had ...(7) given. He lived in a beautiful old house which would ...(8) demolished the following year by the government to make way for a block of 'modern' flats. Everybody would be ...(9) in it as soon as it was ready but where they would live in the meantime had not been ...(10) out. Massive taxation was ...(11) imposed on the people to pay for these supposed improvements. I went back to the hotel, still ... (12) followed by the two policemen, and felt very depressed.

Exercise 16. Rewrite the newspaper headlines as complete sentences.

Example: 1 *Demonstrations against the Poll Tax were held last Sunday.*

1 DEMONSTRATIONS  
AGAINST POLL TAX HELD  
LAST SUNDAY

2 ALL-DAY STRIKE TO BE  
HELD BY ELECTRICITY  
WORKERS

3 MISSING PAINTING NOT  
YET RECOVERED

4 CHILD RESCUED FROM  
QUICKSAND YESTERDAY

5 £1,000,000 BEING RAISED  
FOR HOMELESS IN L.A.

6 MEXICO CITY BE HIT BY  
HURRICANE TOMORROW

7 EXPERIMENTS BEING  
CARRIED OUT OF MOON ROCKS

8 OVER 100 HIGHWAY  
DEATHS LAST MONTH

9 FIVE PEOPLE INJURED IN  
CAR ACCIDENT

11 MANAGER ACCUSED  
OF ACCEPTING BRIBES --  
FORCED TO RESIGN

10 MISSING BOY ALIVE

Exercise 17. Imagine that there is a campaign for election to a post in either national or local government. What sort of things should the candidate promise in order to gain votes: what should he or she undertake *will be done*? For example:

The main road in this town will be widened.

A new school will be built.

More jobs will be provided for young school-leavers.

In groups decide what candidate you support, work out a programme of what *will be done* if your candidate is elected, and write it out.

Then role-play your candidate presenting the programme. The members of your team may support and prompt you. Select one of the candidates in a democratic election (participants are not allowed to vote for 'their' candidates).

Exercise 18. Finish each of the following sentences in such a way that it is similar as possible to the sentence before it.

1. He didn't remember that he had been ordered to appear before the judge.  
He had no recollection of .....

2. She vaguely remembers that she was knocked down by a motorbike.  
She has vague memories of .....
3. It's never very nice when people laugh at you.  
Being .....
4. Stewart was criticised for his extravagance and was more careful after that.  
Having .....
5. Because I was told it was quicker, I naturally took the mountain road.  
Having .....
6. I can't tell you what it feels like because nobody's ever given me £ 100,000.  
Never .....

Exercise 19. Read about Pat and Ronald Thomas, who live on a train. Put the verb in brackets into the correct verb form, active or passive.

### At Home on a Train.

**Pat and Ronald Thomas** (a) \_\_ (not live) in a caravan, but their home (b) \_\_ (travel) more miles than any other house in Britain! Their house (c) \_\_ (make) from a pair of Victorian railway carriages, and they (d) \_\_ (live) there for ten years. 'I (e) \_\_ (not want) to live in a train at first,' admits Pat. 'but when I (f) \_\_ (see) that his train had a garden with a stream, I just (g) \_\_ (fall) in love with it. We (h) \_\_ (buy) it from an old lady, and she (i) \_\_ (do) a lot of work on it. But there is a lot left to do and we (j) \_\_ still \_\_ (make) improvements.'

Visitors are often surprised to see how

spacious the house is. All the dividing walls (k) \_\_ (remove), so now the rooms are about fifteen metres long.

Pat and Ronald (l) \_\_ (pay) £68,000 for their house. Recently they (m) \_\_ (offer) more than £100,000 for it, but it's not for sale.

'I (n) \_\_ (discover) more and more about the history of this train all the time,' says Ronald. 'It (o) \_\_ (build) in Swindon between 1855 and 1875. We (p) \_\_ (work) so hard to make it beautiful that I don't think we (q) \_\_ ever (sell) it,' he admits. 'I hope it (r) \_\_ (remain) in our family forever.'

Exercise 20. Here are some of the strangest deaths on record. Read these true stories and fill the gaps with a verb from the right in the correct narrative tense, active or passive.

### WHAT A WAY TO GO!

#### Maudie Walker - she died of excitement!

Maudie Walker was a 59-year-old contestant on a live American TV quiz show, called *Temptation*. She (a) \_\_\_ (just) in winning the game, and (b) \_\_\_ at the camera and (c) \_\_\_ to all her family in the audience, when she (d) \_\_\_ by the excitement of the moment and (e) \_\_\_ a massive heart attack. She (f) \_\_\_ in front of ten million viewers. *Temptation* has not been shown live since.

Overcome  
Smile  
Succeed  
Suffer  
Die  
Wave

#### Major Summerfield – he was struck by lightning three times!

Major Summerfield was a victim of lightning three times, once even after he (a) \_\_\_. The first was 1918. He (b) \_\_\_ for the Canadian army in Flanders when he (c) \_\_\_ by lightning and he (d) \_\_\_ off his horse. However, he (e) \_\_\_ (not, badly).

Bury  
Catch  
Die  
Fall  
Fight

Major Summerfield was a keen fisherman and six years later, back in his home town of Vancouver, he (f) \_\_\_ and he (g) \_\_\_ (just) a huge salmon, when lightning (h) \_\_\_ again. This time it was more serious and his legs (i) \_\_\_.

Fish  
Injure  
Paralyse  
Shatter

He eventually died in 1932. On the day of his funeral there was a terrible thunderstorm, and just as Major Summerfield (j) \_\_\_, lightning hit the graveyard, and his tombstone (k) \_\_\_ into hundreds of fine pieces.

Strike  
(x 2)

#### Rueben Tice – he was killed by his own invention!

Rueben Tice was an electrician from Monterey, California but in his spare time he was also an inventor. His first invention was an idea for chilling cocktail glasses but this (a) \_\_\_ (not) very successful.

Be  
Cover  
Explode  
Hit

In the winter of 1977, he (b) \_\_\_ on his latest invention. This was an amazing device to take wrinkles out of prunes. He (c) \_\_\_ (not) for six nights, because he (d) \_\_\_ the final touches to his great discovery. He was nearly ready to share it with the world.

Kill  
Put  
Sleep  
Work

Unfortunately for mankind the machine (e) \_\_\_ with a loud bang and Rueben (f) \_\_\_ on the head by a large metal rod. He (g) \_\_\_ instantly. His dead body (h) \_\_\_ in thousands of prunes. Unfortunately they were still wrinkled!



Exercise 21. Look at the list of events which may take place in the world. Which of them do you consider to be the most tragic, pleasant, longest, unpredictable, unbelievable?

A Worldwide

1. A cure found for cancer
2. Return of the ice age
3. Explosion of Bomb
4. Sudden rise in birthrate
5. Invasion from outer space

B National

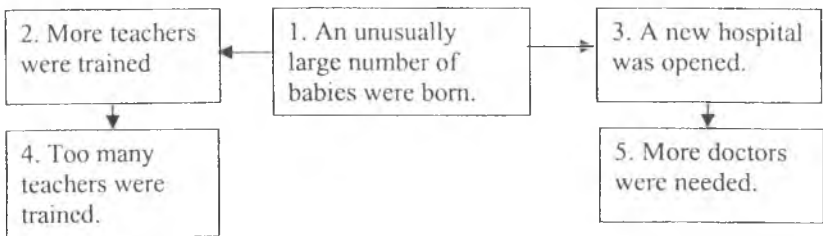
1. War declared by neighbouring country
2. Large amounts of oil discovered offshore
3. Sudden fall in industrial production
4. Celebration of national jubilee
5. Doctors on strike

C Local

1. Collapse of hotel in centre of town
2. Heavy rainstorm
3. New motorway
4. Olympic games held here
5. Flu epidemic

These events would be likely to have far-reaching consequences. Suggest what **was done by** the authorities to cope with them and describe results – and results-of the results in a flow-chart.

Example:



*Note:* If the initial sentence is in the present, then the following passive sentences will be in the future and will present estimations of what will be done as a consequence, rather than events assumed to have taken place already.

In small groups use genuine historical events with interesting consequences, or events connected with your university life. Suggest things done in consequences and draw in the flow-chart. Display the results.

Exercise 22. Make passive sentences using the words in brackets.

1. A: Were there many people invited to the party?  
B: Yes, (about 50 people/ invite)
2. A: Where is the accounts department?  
B: Oh, it (move/ to the fifth floor)
3. A: What happened to that old woman?  
B: She (attack/and/rob)
4. A: Why does she look so happy?  
B: She (promote/to manageress)
5. A: What will happen to the old farmhouse?  
B: It (pull down)
6. A: Where are James and Simon?  
B: They (send/ to the London office/last month)

Exercise 23. Look at the notes below about drinks and drink-making. Decide which notes refer to which of the drinks in the box (one drink is referred to twice). Expand the notes to make complete sentences, using a passive construction where possible. More than one sentence may be necessary.

Example: Fizzy soft drink – 5: *Carbon dioxide is forced into the liquid under pressure*

<i>Fizzy soft drink</i>	<i>wine</i>	<i>beer</i>
<i>vintage champagne</i>		<i>instant coffee</i>

- 1) real coffee – make with hot water – water evaporate – leave powder
  - 2) most expensive bottle - red – sell London, 1985 - \$105,000 – 1787 Chateau Lafite – own by third American President, Thomas Jefferson – when open – find undrinkable
  - 3) make from white grapes – northern France – keep in bottles 15 years before drink
  - 4) the process first start 4,000 years ago – Egypt – keep in large pots
  - 5) carbon dioxide – force into liquid under pressure
  - 6) on average in Germany – 150 litres (333 gallons) – drink – per person a year
- a) Write the questions which would correspond to your sentences.  
Example: *How is instant coffee manufactured?*

Exercise 24. In the following excerpts sections have been omitted and two possible alternatives – active or passive – have been provided. Choose which

sentence or clause, **a** or **b**, you think the author probably used. Discuss with other students why the sentence you chose seems more appropriate to you.

1. It is a cheerful room furnished in light colours. \_\_\_\_\_
  - a) The couches in it were recently cleaned by men with small machines.
  - b) Men with small machines recently cleaned the couches in it.
2. Years ago, when I lived in a two-room apartment, \_\_\_\_\_
  - a) I never used the living-room either.
  - b) The living room was never used by me either.
3. If he asks, should the doctors deny that he is ill, or minimize the gravity of the prognosis? \_\_\_\_\_
  - a) Should they at least conceal the truth until after the family vacation?
  - b) Should the truth be concealed until at least after the family vacation?
4. You didn't receive the check? \_\_\_\_\_
  - a) It must have been delayed in the mail.
  - b) They must have delayed it in the mail.
5. Sommer also describes \_\_\_\_\_
  - a) how they design airports to discourage people from spending too much time in waiting areas.
  - b) how airports are designed to discourage people from spending too much time in waiting areas.
6. He was a deeply religious man who had worked as a lay preacher in England and among Belgian miners \_\_\_\_\_
  - a) He had been deeply impressed by the art of Millet and its social message.
  - b) The art of Millet and its social message had deeply impressed him.
7. Most people know some of these paintings; the sunflowers, the empty chair, the cypresses and some of the portraits have become popular in coloured reproductions and \_\_\_\_\_
  - a) we can see them in many a simple room.
  - b) they can be seen in many a simple room.

Exercise 25. The student who wrote the following piece used passive verbs in a few places. Which verbs are passive, and which are correctly formed? Edit any forms that are not correctly formed.

*Our daily life has been significantly changed by computers. They can be seen all around us, in school, in business, and even in many homes. It seems that there is no field or aspect of life today that has not been affect by this new technology. When we go shopping, do our banking or any other business, or register for courses, the calculations are made by computers. Computers are often involve when we buy a book or order a sweater from a catalog. Children use them now for games and at least are active instead of just watching a TV show.*

*As this technology develops and progresses, computers will become more and more available to people. This availability is going to make the impact of the computer even more significant in the next ten years. Our lives and our children's lives will definitely be affected. What we don't know is whether the effect will be good or bad.*

*Shlomo Freiman, Isreal*

## **Causative Form**

**Exercise 26.** Read the situations, then write sentences using the causative form.

*Note:* We can use **get** and **have** in both active and passive patterns:

- The active pattern, meaning 'cause or order someone to do something', is *get* + *person* + *to-infinitive*, or *have* + *person* + *bare infinitive*: *I'll **get the waiter to bring** you the menu. I'll **have the waiter bring** you the menu.* Note that **have** is much more common in American English; **get** is common in spoken British English.
- The passive pattern, meaning 'arrange for somebody else to do something', is *get/have* + *object* + *past participle*: *I'll **have /get the menu brought** to you. I had to **get/have my jacket cleaned** after the party.* We use *have* + *object* + *past participle* to describe things that happen to us, often misfortunes.
- **Get** + **object** + **to-infinitive** is used to show that someone persuades someone else to do something. *He **got his mum to bake** him a cake.* (He persuaded his mum to bake him a cake.)

*Example: Our house is small. We need to build an extension. What should we do? – We should have an extension built.*

1. Liz is at the beauty parlour. The beautician is painting her nails. What is she doing?
2. Wilf has written a novel and it's going to be published. What is Wilf going to do?
3. A jeweller has made a special wedding ring for Ann. What has Ann done?
4. Simon's suits are all made by a tailor. What does Simon do?
5. They have been burgled three times. Putting in a burglar alarm would help. What should they do?
6. Tina's boots have a hole in them. She can't wear them until they are mended. What should she have done?
7. Sonia is going to an optician for an eye test tomorrow. What's she going to do?
8. Trevor has paid a technician to install his computer. What has he done?
9. They have arranged for their house to be cleaned by the end of the week. Now it is clean. What had they done?
10. The grass has grown too much. What should they have done?
11. His tooth was filed yesterday. What happened to him?
12. No one has informed them of the meeting. What should he have done for them?

Exercise 27. Rewrite the words underlined using **have** or **get** + *object* + *past participle*.

1. There's a photograph over there. Why don't we ask her to take our picture?
2. I've finally decided to arrange for someone to pierce my nose.
3. There's a leak in the roof. We should arrange for someone to repair it.
4. What time is it? I'm afraid someone hasn't repaired my watch yet.
5. Someone is going to redecorate the kitchen for us next month.
6. If I were you, I'd ask someone to fell that tree. It shuts out all the light.
7. I'm having a bit of trouble with my eyes at the moment so someone is going to test them next week.
8. I love someone massaging my shoulders.
9. The baby was crying because someone was washing her hair.
10. He looks much younger. I think someone's dyed his hair.
11. I don't know if I've passed the course because the tutors haven't marked all my work yet.
12. That wasps' nest is dangerous. You must ask someone to remove it.

Exercise 28. Kate Gilmore is a poor young actress. Lily Showbourne is a rich star. Kate does everything herself while Lily pays other people to do it. Write what Lily says.

**KATE GILMORE**

1. I dyed my hair yesterday.
2. I make all my costumes.
3. I enjoyed entertaining people.
4. I'm going to cook dinner tomorrow.
5. I like doing my make-up
6. I'll send some flowers to my mother.
7. I had painted my flat before I moved in.
8. I'll manicure my nails.
9. I write letters to my fan.
10. I make my bed every morning.

**LILY SHOWBOURNE**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Exercise 29. Complete the sentences with the verbs in brackets in the appropriate form.

*Note:* Remember that **make/have** + **object** + **bare infinitive** are used to express that someone causes someone else to do something, but their meaning is slightly different:

*He made Ann type the letter.* (He insisted that Ann should type the letter.)

*He had Ann type the letter.* (He asked Ann to type the letter.)

1. Eating too much chocolate makes me (feel) sick.
2. Mr. Smith had his lessons (pay) for by his company.
3. My mother had her skirts (shorten).
4. My mother had a dressmaker (shorten) her skirts.
5. Tom made Julie (help) him wash up.
6. I had an old dress (alter).
7. Emily got her friend (help) her move a sofa.
8. I had the optician (mend) my glasses.
9. I had my glasses (mend).
10. Tracy made George (wear) his glasses.
11. Nicky had Maria (tell) her secret.
12. Joanne had the maid (make) her bed.

Exercise 30. Complete the following conversations using the causative form.

A: We 1) \_\_\_ (furniture/ rearrange). We got tired of having it in the same place for so long.

B: That's good idea. We 2) \_\_\_ (our furniture/replace) next week. I'm so sick of it altogether!

A: We 3) \_\_\_ (new curtains/ put up) tomorrow and we 4) \_\_\_ (the windows/ clean) on Monday.

B: Oh, we 5) \_\_\_ (ours/do) last week.

A: Last week we 6) \_\_\_ (our new carpets/ deliver), but I 7) \_\_\_ (not/ the windows/ clean).

Exercise 31. Write sentences in the causative form as in the example.

Example: John will have someone bring him the post. – *John will have the post brought to him.*

1. Did Sheila ask the dressmaker to make her a dress?
2. When will his photograph be developed?
3. The decorators are decorating Tim's house at the moment.
4. Your car needs to be serviced.
5. The gardener was pruning Bob's bushes.
6. The manager had asked the secretary to book a room for him.
7. I paid someone to fix the roof of my house.
8. Let's ask the porter to carry the luggage to the taxi.
9. Larry has got the plastic surgeon to remove his tattoo.
10. A nurse took her temperature.
11. The make-up artist was applying the model's lipstick.
12. Ask the cook to prepare the vegetables.
13. Have you told the accountant to check the figures?
14. Jim hates the teacher correcting his mistakes.

15. Did the beautician paint Joanne's nails?
16. He told the maid to serve breakfast in his room.
17. Dad was late because the garage had been servicing his car.
18. Pam is going to tell someone to repair the pipes.
19. My parents' house was burgled last Monday.
20. He used to employ a chef who cooked his meals.
21. Does your mother ask for her shopping to be delivered to her house?
22. Did you pay an artist to paint a portrait of your family?
23. Did you employ someone to clean your house?
24. Did you tell the tailor to make a suit for you?
25. One hundred copies of my report were printed.
26. My sister wants someone to pierce her ears.
27. My eyes are going to be tested.
28. Mr. and Mrs. Turner's leaking roof has been fixed.
29. Our photocopier hasn't been mended yet.

Exercise 32. Fill each of the numbered blanks in the passage below with a form of **have** or **be**.

It was last May, while we were taking our annual latespring break on Lindos that we ...(1) our house broken into. All our TV and video equipment ... (2) stolen, but what was worse was when we discovered that the final draft of my husband's latest novel ...(3) ...(4) torn into pieces and the disks he ...(5) ...(6) writing it on ...(7) disappeared. Of course, you hear about people who ...(8) ...(9) their properties vandalised and others whose most prized possessions ...(10) ...(11) taken, but it's a terrible shock when it happens to you, when you know that your home ...(12) ...(13) invaded, and that you ...(14) ...(15) your most intimate belongings handled and examined by strangers.

Exercise 33. The Town Hall is under restoration. It has to be opened by June. Look at the clues below, then make sentences using the causative form.

◆ alarm system / fit / recently	◆ new entrance hall / build / at this time
◆ central heating / install / already	◆ new furniture / deliver / before the next council meeting
◆ walls / paint/ next month	◆ plumbing / renew / at the moment
◆ new carpet / lay / by May	◆ outside of the building / clean / last week
◆ paintings / put up / in April	◆ windows and doors / replace / already

Example: We have had an alarm system fitted recently, etc.

Exercise 34. You are the secretary at the Town Hall. Write a report to the mayor informing him of the progress of the restoration work on the Town Hall.

To: The mayor From: Mrs. Janet Jones  
Subject: Restoration work on the Town Hall

*Regarding the progress of the restoration work on the Town Hall, I have to report the following: We have had an alarm system fitted recently and ...*

Example 35.

a) Give these instructions, using simple commands instead of the passive.

A regular size sheet of typing paper (8 ½ x 11 inches or A4) needs to be used for this experiment. First of all, it has to be torn into four small pieces. This is done as follows:

1. It has to be folded in the middle and then it can be torn into two pieces.
2. Each piece is folded again across the middle and torn to make a total of four equal-size pieces.

Now one of the pieces is placed on the table with the long sides pointing down. A horizontal line is drawn across the top of the paper about a quarter of the way from the top. Then two vertical lines are drawn downwards from the horizontal line, so that the bottom part of the paper is divided into three equal-size parts.

Next, the paper has to be torn along each of these vertical lines as far as the horizontal line so that three flaps are created. Then the left flap is folded towards you and the right flap is folded away from you – the folds are made right at the top of the flap. The centre flap should not be folded, though.

Now a paper clip has to be found and this is attached to the bottom of the centre flap. Finally, the whole thing has to be raised high and is then allowed to fall ...

Begin like this:

*Use a regular-size sheet of typing paper (8 ½ x 11 inches or A4) for this experiment. First of all, tear it into four smaller pieces ...*

Carry out the experiment, following the instructions you have been given.

b) Explain to your partner how another object can be made using the three pieces of paper you didn't use in part A.

Exercise 36. This Is The News. Work in groups. Imagine you are the producers of a 30-minute television news programme which is broadcast daily at 6 o'clock in the evening. If you had the following news items to choose from, which ones you would choose, in which order you would present each item and how long each item would last. (5 minutes maximum time per item). You should also include one lighter item to close the programme with.



**International news**

1. Peace talks between Israel and Iraq have been broken down.
2. 500 people have been killed in a plane crash in Copenhagen.
3. The Mona Lisa has been stolen from the Louvre in Paris.
4. A new type of AIDS virus is spreading like wildfire throughout California.
5. The Japanese Prime Minister has been assassinated.
6. A fairly unknown Latvian poet has been awarded the Nobel Prize for Literature.
7. Nearly 2,000 people in Florida have been made homeless by the worst hurricane in that state for over 20 years.
8. Two top supermodels have been arrested in Bangkok and charged with drug-smuggling.
9. A flying saucer was seen by hundreds of hundreds of people on the island of Crete.
10. The first brain transplant operation has been carried out on chimpanzees.
11. The computer company Apple has been taken over by IBM.
12. An explosion has been reported from a nuclear power station in the Ukraine.

**Lighter item** *(to finish off the programme)*

1. A giant panda has been born at London zoo.
2. A woman who was rushed to hospital with severe stomach pains is still in a state of shock after having given birth to twins.
3. A man missed his wedding in Manchester when he was put on the wrong train by his friends and ended up in Scotland.

**Domestic /Home news**

1. A man was shot down outside his home when he tried to stop a burglar.
2. The Prime Minister has been admitted to hospital after a minor heart attack.
3. Interest rates are to come down soon.
4. 400 employees at the RTR have been made redundant.
5. TV celebrity has been caught shoplifting in GUM.
6. The town of Krasnodar has been devastated by floods.
7. A member of the ex-President family has been linked romantically with a famous American pop star.
8. A small child has been abducted (=kidnapped) from a shopping centre in Samara.

**Sports news**

1. England have been beaten by Iceland in their first qualifying match for the next World Cup.
2. The world record for the 1500 metres has been broken by an unknown Chinese athlete.
3. The next winter Olympic Games are to be held in Sweden.
4. Manchester United have been drawn against Real Madrid in the semi-final of the European Cup.
5. An Italian football referee has been banned for life after it was found that he had accepted bribes to make sure that a certain team won.

Choose announcers for different news items and deliver the television news programme.

## *Complex subject*

Exercise 37. Make sentences in the passive using infinitives or gerunds as in the example.

Example: He expected people to have shown him more respect – *He expected to have been shown more respect.*

1. I love people giving me flowers.
2. Journalists have reported that the President is ill.
3. Everyone knows that the statement was untrue.
4. Many people believe that the climate is changing.
5. Everyone knows that he has been in prison.
6. Many people say that the new prices are too high.
7. They claim that this diamond is the largest in the world.
8. I don't like people shouting at me.
9. I hate people staring at me.
10. They can't stand people criticising them.
11. It seems that the news shocked him.
12. She hates people keeping her wait.
13. Someone ought to have told us about this.
14. I don't like people talking about me.
15. Having eaten the dessert, we went on to drink coffee.
16. I hate people asking me questions.
17. She likes people complimenting her on her work.

Exercise 38. Rewrite the following sentences as in the example.

Example: They say that the Loch Ness monster exists. – *It is said that the Loch Ness monster exists. The Loch Ness is said to exist.*

1. They hope that the cure for the disease is imminent.
2. They believe that the hostage had died.
3. They expect that Jim will be offered a promotion.
4. They say that he was a dishonest man.
5. They believe that Elvis Presley is alive.
6. Everyone expects the Rangers to win the cup.
7. People think that man is related to apes.

Exercise 39. Finish each of the following sentences in such a way that it is similar as possible to the sentence before it.

- 1- Many people believe that Stonehenge was built as some kind of time-keeping device.  
Stonehenge .....

- 2- They made me tell them everything I knew.  
I .....
- 3- Nobody ever let me study the piano at school.  
I.....
- 4- It is often said that Shakespeare never revised anything he wrote.  
Shakespeare .....
- 5- They were once thought to be canals on Mars.  
It .....
- 6- From what we understand, there was an attack last night in the vicinity of the beach.  
There is .....
- 7- It's a widespread assumption that George was wrongly accused.  
George .....
- 8- You have to clean these football boots until they shine.  
These football boots are .....
- 9- Under no circumstances should you cross this line.  
This line is .....

Exercise 40. For each of the sentences, write a new sentence as similar as possible in meaning to the original sentence, but using the word given.

Example: A lot of people are saying that he's working undercover.  
**rumoured** *It's rumoured that he's working undercover. / He's rumoured to be working undercover.*

1. She wants it to be clear to people that she's fair. **seen**
2. He often says to people how much of his success is down to you. **heard**
3. The theory is that she fell overboard at night and drowned. **fallen**
4. We certainly don't want any repetition of such a ridiculous spectacle ever again. **repeated**
5. The plan was originally to complete the building by June. **due**
6. When I was a child, I was never allowed to play with the children next door. **let**

### **Modals**

Exercise 41. Change from the passive into active.

1. His alibi may not be believed by the police.
2. The missing person was located by the private detective.
3. Our leaking roof is being fixed by the builders.
4. Dinosaur remains have been found by a team of archeologists.
5. You will be protected by a bodyguard 24 hours a day.

6. Air fares on all international flights have been increased by most European airlines.
7. Plants are used by herbalists to cure common illnesses.
8. The offer will be confirmed by Jones Ltd. tomorrow.
9. Tickets are checked by inspectors regularly.
10. Several members of the class were punished by the teacher.
11. The award is being presented by an eminent scientist.
12. She likes her painting being admired.
13. This matter must be attended to immediately!
14. The window will have been replaced by the glazier by now.
15. Your flight may be delayed by a strike.

Let's Play a Game – You need one person who leaves the classroom for some time. All the class choose a simple inanimate object. The one who doesn't know is to guess what it is. Students describe it by saying what *can be done* (or *must/should be done*) with it. For example, an egg might be described like this:

It can be eaten.

It must be eaten fresh.

It can be broken.

The guesser may also ask questions:

Can it be boiled?

Can it be decorated?

Exercise 42. Complete the sentences using the passive and the verbs listed below:

**Must**

**Shouldn't**

**Might**

**Can't**

Example: A: Has the rubbish been collected yet?

B: Well, it's not here now so *it must have been collected*.

1. A: Did anyone tell David about the meeting?  
B: He's written it in his diary so he .....
2. A: Has someone repaired the telephone?  
B: I've just used it so it .....
3. A: Was Sue injured in the car accident?  
B: She ..... I heard there were a few casualties.
4. A: Did anyone move the accident victim?  
B: Yes, but he ..... It was a mistake to touch him.
5. A: Ted said someone stole his car. Is that true?  
B: No. It ..... I've just seen him driving it.

Exercise 43. Write down five things that are normally, or more usually, done by men, five that are normally done by women, and five that are normally done equally by both. Consider what the situation really **is** in our society – not what you think it **should** be!

Share your ideas in groups or in full class: do your group-mates agree with each other? Do you think that the situations when things are usually done by one of the sexes rather than the other are justified? Discuss whether they *can/might/should be done* by a member of the opposite sex – and what the implications are if they are.

### ***Translation Skill***

Exercise 44.

- a) Read the article and underline all the cases of the passive voice in it.
- b) Suggest as many ways of translating the sentences with the passive voice into your native language as possible.

## **KUWAIT**

### **Proposals for restructuring**

Four architectural firms of international standing (from England, Italy, France, and Finland) were invited by the Government of Kuwait to submit proposals for the reconstruction of a city which had largely disappeared with the oil boom. The general proposals, which covered the city as a whole, were followed by detailed proposals in the form of demonstration buildings. In the first part of this article, we shall be dealing briefly with the four general proposals.

The main task of the four groups of architects was to try to establish principles which might guide the development of the future city. These principles were in essence architectural. They were concerned with the kind of city that might be built for this changing culture and this particular climate. The architects were entirely free to develop their own individual ideas but for the purpose of comparison all proposals were drawn to the same scale and statistics were presented on a comparable basis.

Each scheme had special characteristics and made differing assumptions about the intensity of development within the city, but the four also showed some common points of agreement:

1. All four architects stressed the value of the waterfront as a recreational area for the city and thought that a traffic road at this point should be avoided.
2. All architects agreed that the area immediately surrounding the Sief Palace and harbour should be developed as a special area and that the palace and any government buildings closely associated with it should be designed as a whole.

3. All architects agreed that new residential areas should be brought back into the city. The advantages of bringing people back into the city to increase liveliness and to avoid commuting were stressed.
4. All architects agreed that the 'souk' or bazaar area of the city should be preserved and encouraged on growth. Methods were suggested of linking this to surrounding open areas with shade-creating structures.
5. All submissions regarded the existing green belt as an important recreational space and all considered that any development beyond the fourth ring road should be held in check.

On the basis of this work boundaries could be defined for four action area studies by the architects. The agreement reached was that in each of these action areas one of groups should be appointed to work out specific planning proposals that could be carried through into building.

Exercise 45. Passive forms are very common in all kinds of materials designed for public information (signs, regulations, etc.). Below are some of those most often seen. With a partner, look at the items and decide where you would be most likely to see each one (in a hotel, on a building site, on a public notice-board, etc.) Decide in each case what would be the usual wording for a similar sign or notice on your own culture. If a direct translation would be out of place, suggest a suitable equivalent.

1. Guests *are courteously reminded* that *no visitors are permitted* in the rooms after 10 p.m.
2. The mixture *to be taken three* times daily after meals.
3. We regret that *no change can be given* for the telephone.
4. We apologize for the interruption. Normal transmission *will be resumed* as soon as possible.
5. Light showers *may be expected* in the early afternoon. In the north-east, these may develop into thunderstorms, possibly *accompanied by* hail.
6. Prams and pushcarts *must be folded and carried* on the escalator.
7. Please note that latecomers *will NOT be admitted* until the first interval.
8. Notice: Bathing and fishing *strictly prohibited*.
9. Sorry – *NO CREDIT given*.
10. All complaints *should be addressed* in writing to the manager.
11. NO PARKING AT ANY TIME – Your car *may be removed*.
12. If you have any complaints concerning this product it *should be returned*, together with your receipt, to the manufacturer.
13. Please check your change, *as mistakes cannot later be rectified*.
14. *Right of way restricted* to tenants and visitors only.
15. These doors *must be kept clear* at all times.
16. Rooms *are to be vacated* by midday at the latest.
17. These promises *are protected by* guard-dogs.

18. Applications *must be completed* in four copies. Each copy *must be signed and returned*, together with four passport-size photographs, to the following address.
19. Note: Airport tax *is not included* in the price of the fare, and *must be paid* locally on arrival or departure.

### Revision

Exercise 46. Choose the word or phrase that best completes each sentence.

1. The first digital computer, which \_\_\_\_ in 1946, weighed 30 tons.
  - a) built
  - b) has been built
  - c) was built
  - d) was building
2. When computers were first invented, they \_\_\_\_ the amount of calculation that could be done quickly.
  - a) increased
  - b) were increased
  - c) were increasing
  - d) had been increased
3. The switch \_\_\_\_ on the back of the machine.
  - a) locates
  - b) located
  - c) is located
  - d) is locating
4. He can't start the computer because the disk drive \_\_\_\_\_.
  - a) broken
  - b) was broken
  - c) is broken
  - d) has been broken.
5. The information we need for the meeting \_\_\_\_ on a hard disk.
  - a) stores
  - b) is stored
  - c) is storing
  - d) had been store
6. The information on that disk can never \_\_\_\_\_.
  - a) be replace
  - b) have replaced
  - c) being replaced
  - d) be replaced
7. The keyboard \_\_\_\_ right now; it should be ready tomorrow.
  - a) is fixing
  - b) is being fix
  - c) is being fixed
  - d) is been fix

Exercise 47. For each of the following sentences write a new sentence as similar as possible in meaning to the original sentence, but using the word given. The words must not be altered in any way.

- Example: Computing is just something you take for granted after a while. **get**  
*Computing is just something you get used to after a while.*
- a) The whole of my sister's class spent last weekend redecorating her flat. **had**
  - b) We couldn't find our way out of the woods. **got**
  - c) Do you think there's any chance of this new party winning the election? **get**

- d) I can't say I enjoy the teacher reading out my work in front of the class. **having**
- e) It's quite simple for a locksmith to copy one or more of your keys. **copied**

Exercise 48. Rephrase the following using **have**, **make** or **get** as in the example.

*Example:* He insisted that John should finish the report. -- *He made John finish the report.*

1. She asked him to fix the tap.
2. She persuaded her husband to cut the grass.
3. My teeth were polished yesterday.
4. He asked her to make his bed.
5. He insisted that the gardener should water the flowers.
6. The teacher asked them to rewrite the exercise.
7. The boss insisted that the secretary should type the letter.
8. Their new carpets were fitted yesterday.
9. She persuaded John to help her tidy the room.
10. He finally found a plumber to mend his toilet.
11. He persuaded his assistant to work late.

Exercise 49. Complete the sentences using the words in bold. You can use two to five words.

1. Oxford beat Manchester United in the Cup Final yesterday.  
Beaten Manchester United ..... in the Cup Final yesterday.
2. Now that I wear contact lenses, the optician tests my eyes every three months.  
Have Now that I wear contact lenses, I ..... every three months.
3. It's possible to obtain concert tickets from most major music stores.  
Obtained Concert tickets ..... from most major music stores.
4. Someone stole Mary's briefcase from her office while she was out.  
Had Mary ..... from her office while she was out.
5. The headteacher insisted that all the pupils wear school uniform.  
Made The headteacher ..... school uniform.
6. Someone should have already made all the arrangements for the business meeting.  
Been All the arrangements ..... for the business meeting.
7. The dentist extracted two of Steve's teeth yesterday.  
Got Steve ..... yesterday.
8. Peter had fed the dog by the time Sheila came back.  
Been The dog ..... by the time Sheila came back.
9. It is said that this diet is rich in vitamins.  
Be This diet ..... rich in vitamins.



10. Her dress needs shortening before the wedding.  
Shortened She needs ..... before the wedding.
11. Flooding has damaged many major roads in the city.  
Have Many major roads ..... flooding.
12. Most people think society's problems are the result of unemployment.  
Thought It ..... society's problems are the result of unemployment.
13. The bus driver insisted that the noisy passenger get off the bus.  
Made The noisy passenger ..... the bus.
14. He persuaded his brother to lend him his car.  
Got He ..... him his car.
15. Someone split orange juice over Sophie's new white dress.  
Had Sophie ..... over her new white dress.

Exercise 50. Some of the sentences would be better in the active voice, and some would be better in the passive. Rewrite those which you think need correcting.

A Many of van Gogh's most famous paintings were completed in Arles in 1888, including *Sunflowers*. Just two years later he was shot by himself at the age of 37. During his lifetime, only one of his pictures was sold by him. Today his works are among the highest priced in the world. In 1989 somebody bought *Iris*es for \$53.9 million.

B A secretary has invited me to Buckingham Palace to collect an award for a book that was written by me a few years ago.

C A scientist discovered penicillin in 1929. Since then, many lives have been saved by it.

D Scientists working in America have discovered a drug that prevents the common cold. They will now produce the drug commercially, and it should be available soon.

Exercise 51. An interesting survey was conducted by American students. They gathered some basic background information on each person interviewed (e.g. sex, nationality, occupation, area of residence) and then asked the question: 'What is your favourite TV program?'. The results of their surveys are given in the article.

### TV Favorites: A Survey of 50 Americans

Fifty Americans living in Minneapolis were asked to identify their favorite TV programs during the week of May 12, 1986. "Dynasty" was mentioned most frequently (19 responses), then "Dallas" (9), and the third choice was "M.A.S.H." (6). No other program was mentioned more than three times.

"M.A.S.H." was selected by men more often than women (five men, one woman), whereas women preferred "Dallas" (eight women, one man). The votes for "Dynasty" were more equally divided (twelve women, seven men).

Conduct a similar survey. You may ask different questions, for example, "What do you prefer to have for breakfast?", "What brand of household appliances do you prefer?", "Where do you prefer to spend the New Year Party?", "What is your favourite hard drink?", etc.

Exercise 52. Write a paragraph on how the world (and this generation's life) has been changed by computers. You might want to include, for example, information about what skills have been gained (and lost), what work procedures have been replaced, how people are being retrained, what toys are being marketed, what new possibilities are being developed, or how children's leisure activities have been affected.

✓ Don't overuse the passive, but don't avoid it either. After you have written your paragraph, look closely at your verbs.

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THE PASSIVE VOICE**

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