

## Reported speech: statements, questions

**Reported speech** is used to tell someone what another person said. **Reported questions** have the same tense and word changes as reported statements.

Question One:

Use the words in the parenthesis to complete meaningful sentences. Rewrite sentences if needed. Then, identify if it is RS (reported speech) or RQ (reported questions).

1. She said she had left (leave) early. RS
2. She asked me to leave (leave) early. RQ
3. He asked if I had watched (watch) the movie. RQ
4. He wanted to know if I had watched (watch) the movie. RS
5. They told us they would arrive (arrive) tomorrow. RS
6. They wondered if they would arrive (arrive) tomorrow. RQ
7. I asked him what time the party started (start) the party. RQ
8. I asked him what time the party would start (start) the party. RQ
9. He told me he would visit (visit) his family. RS
10. He inquired if I had visited (visit) my family. RQ
11. They said they had bought (buy) a new car. RS
12. They wanted to know if they had bought (buy) a new car. RQ
13. He asked how much the tickets did the tickets cost (cost). RQ
14. She asked when they would meet (meet) for lunch. RS

## **Reported speech: commands and requests, reporting verbs**

**Reported commands and** requests change the imperative to a full infinitive.  
**Reporting verbs** can be used to summaries what someone said.

Question One:

Change the direct speech into reported speech.

1. "I am going to the party," she said.

She said that she was going to the party.

2. "I will help you with your homework," he said.

He said that he would help me with my homework.

3. "I have seen that movie," they said.

They said that they had seen that movie.

4. "Can you lend me some money?" she asked.

She asked me I could lend her some money.

5. "I won the competition," he exclaimed.

He exclaimed that he had won the competition.

6. "I don't like spicy food," she said.

She said that she doesn't like spicy food.

7. "I have already finished my work," he said.

He said that he had already finished his work.

## The passive: tenses, modals, by and with

**The passive voice** is used to place emphasis on the action itself and not the person who does it. The passive voice is formed by using the appropriate form of the *verb to be* or *verb to get* + *the past participle of the main verb*. In order to change a sentence from **active** to **passive** the *object of the active sentence becomes the subject of the passive sentence*.

Question One:

Change the sentences from active to passive.

1. The teacher is explaining the lesson.

The lesson is being explained by the teacher.

2. They are repairing the car.

The car is being repaired by them.

3. She will write the report.

The report will be written by her.

4. We have finished the project.

The project has been finished by us.

5. The company awarded her a promotion.

She was awarded a promotion by the company.

6. They elected him as the president.

He was elected president by them.

7. The police caught the thief.

The thief was caught by the police.



## Causative Form

**The causative form** is used to express something that is done for someone else. The causative form is formed by using the appropriate tense: *subject + have + object + past participle*.

Question One:

Rewrite the sentences in the causative. Include the agent.

1. He had his car fixed.

He had his car fixed by a mechanic.

2. She cleaned the house every weekend.

She had the house cleaned by a cleaning service every weekend.

3. They will paint the room next week.

They will have the room painted by professional painters next week.

4. We cooked dinner for our guests.

We had dinner cooked by a chef for our guests.

5. He repaired the broken chair.

He had the broken chair repaired by a handyman.

6. She washed her car at the car wash.

She had her car washed at the car wash.

7. They are going to build a new house.

They are going to have a new house built by a construction company.

8. I will cut my hair at the salon.

I will have my hair cut at the salon.

## Question Tags and Indirect Questions

**Question tags** are short questions that are added to the end of statements. It is used when the speaker expects the listener to agree with the statement.

**Indirect questions** are used in order to make the question more polite.

Question One:

Choose the correct answer.

1. She's a doctor, \_\_\_\_\_?

a. is she

b. isn't she

c. has she?

2. They don't like coffee, \_\_\_\_\_?

a. don't they

b. do they

c. do them

3. He won't be late, \_\_\_\_\_?

a. won't he

b. will he

c. was he

4. We should start now, \_\_\_\_\_?

a. should we

b. shouldn't we

c. we shouldn't

Question Two:

Rewrite the questions in the form of indirect questions.

1. What time does the movie start?

Can you tell me what time the movie starts?

2. Where did they go on vacation?

I was wondering where they went on vacation.

3. How long will the meeting last?

Do you know how long the meeting will last?

## Sentence Linking

**Linking words and phrases** are used to show the relationship between sentences or parts of sentences. **Clauses of purpose** explain why someone does something. **Clauses of reason** explain why something happened. **Clauses of result** tell us the result or consequence of an action. **Clauses of contrast** and **concession** show some kind of “disagreement” in a sentence.

Question One:

Fill in the blank with the appropriate linking word in order to complete a meaningful sentence. Use the words: **therefore**, **as a result**, **in addition**, and **consequently**.

1. She studied hard for the exam; therefore she passed with flying colours.
2. He missed the train; as a result, he was late for the meeting.
3. I enjoy playing soccer; in addition, I also like watching it on TV.
4. The weather was terrible; consequently, we decided to cancel the picnic.

Question Two:

Read the sentences and identify which clause is used in the sentence.

1. She studied so that she could improve her grades. Clause of purpose
2. He missed the bus because he woke up late. Clause of reason
3. The rain was pouring heavily; therefore, we decided to cancel the event. Clause of result
4. She is talented, whereas her sister is not. Clause of contrast



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