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Grade 11 Grammar unit 7

Relative Clauses: (defining and non-defining) or (restrictive and non-restrictive)

Relative Clauses start with the relative pronouns: **who, whom, whose, which, that when, and where**. We use relative clauses to give additional information about someone or something without starting another sentence. The relative clause is placed immediately after the noun which it describes.

	example sentences S=subject, O=object, P=posessive		notes
defining relative clauses	S	- The person is my teacher. - He has phoned me recently. - The person who has phoned me recently is my teacher. - The person that has phoned me recently is my teacher.	That is preferable
		- The car was yellow. - It hit me. - The car which hit me was yellow. - The car that hit me was yellow.	That is preferable
	O	- The person is my teacher. - I phone him every now and then. - The person whom I phone every now and then is my teacher. - The person that I phone every now and then is my teacher. - The person I phone every now and then is my teacher.	Whom is correct but formal. The relative pronoun is optional.
		- The car is old. - I drive it to work. - The car which I drive to work is old. - The car that I drive to work is old. - The car I drive to work is old.	That is preferable to which . The relative pronoun is optional.
		- The student should stand up. - His phone has just rung. - The student whose phone has just rung should stand up.	
	P	- The police are looking for the car. - Its driver was masked. - The police are looking for the car whose driver was masked.	Whose can be used with things.
non- defining relative clauses	S	- Mr. Smith is my teacher. - He is very kind. - Mr. Smith, who is very kind, is my teacher.	
		- The car exploded. - It was a taxi. - The car, which was a taxi, exploded. - The cars, which were taxis, exploded.	

	O	- Mr. Smith is my teacher. - I like him very much. - Mr. Smith, whom I like very much, is my teacher.	
		- The car suddenly caught fire. - I was driving it at the time. - The car, which I was driving at the time, suddenly caught fire.	
	P	- My brother is a doctor. – His phone you have just heard. - My brother, whose phone you have just heard, is a doctor.	
		- The car was completely destroyed. - Its driver jumped out just before the accident. - The car, whose driver jumped out just before the accident, was completely destroyed.	Whose can be used with things.

relative pronoun	example	use
when	-I will never forget the day. - I started working here at that time . -I will never forget the day when I started working here.	time
where	-He has got a job in a new firm. - He does not work for long hours there . -He has got a job in a new firm where he does not work for long hours.	place

From a, b, c and d, choose the correct answer:

- That is the house Hassan lives.
a- who b- when c- where d- whose
- I talked to Ali father is a famous politician.
a- whom b- who c- whose d- which
- This is the woman gave me the money.
a- whom b- who c- whose d- which
- I met the girl you told me to help.
a- whom b- who c- whose d- which
- Do you remember the day we first met?
a- when b- where c- which d- who
- The student.....has been training well won the grand prize.
a- when b- whose c- who d- where
- The man invented the first television system was John Logie Baird.
a- when b- whose c- who d- which

Reported Speech (Indirect Speech)

If we report what another person has said, we usually do not use the speaker's exact words (direct speech), but reported (indirect) speech. Therefore, you need to learn how to transform direct speech into reported speech. The structure is a little different depending on whether you want to transform a statement, question or request.

1- Statements:

When reporting statements, check whether you have to:

- 1- Change pronouns
- 2- Change tenses
- 3- Change place and time expressions

Tense	Direct Speech	Reported Speech
1- present simple	"I speak English well."	He said (that) he spoke English well.
2- present continuous	"I am living in London."	Ali said (that) he was living in London.
3- present perfect	"I haven't seen Julie."	She said (that) she hadn't seen Julie.
4- past simple	"I bought a car."	He said (that) he had bought a car. or He said (that) he bought a car.
5- past continuous	"I was walking along the street."	Sami said (that) he had been walking along the street.
6- past perfect	"I had taken English lessons before."	She said (that) she had taken English lessons before.
7- will	"I will see you later."	He told me (that) he would see me later.
8- can	"I can speak perfect English."	She said (that) she could speak perfect English.
11- shall	"I shall come later."	She said (that) she would come later.
12- should	"I should call my mother."	She said (that) she should call her mother.
13- may	"I may be late."	She said (that) she might be late.
14- must	"I must study at the weekend."	She said (that) she must study at the weekend. or She said (that) she had to study at the weekend.

2- Questions:

We have two kinds of questions:

-Wh-questions:

When reporting wh-questions, check whether you have to:

- 1- Change pronouns
- 2- Change tenses
- 3- Change place and time expressions
- 4- Change the word order of the question

Direct Question	Reported Question
"Where is your book?"	He asked me where my book was .
"What are you doing?"	She asked me what I was doing .
"Why haven't you listened to my advice?"	He asked me why I hadn't listened to his advice.
"Where did you live all this period?"	She asked me where I had lived/lived all that period.

-Yes/no- questions:

When reporting yes/no- questions, check whether you have to:

- 1- Change Pronouns
- 2- Change Tenses
- 3- Change Place and time expressions
- 4- Change the word order of the question
- 5- Use "if / whether" before the reported question

Direct Question	Reported Question
"Can you call me tomorrow?"	He asked me if I could call him the following day .
"Have you ever been to Mexico?"	She asked me if I had ever been to Mexico
"Are you living here?"	She asked me if I was living there .
"Did you see this film?"	She asked me if I had seen/saw that film.

3- Orders:

When transforming requests, check whether you have to:

- 1- Change pronouns
- 2- Change place and time expressions
- 3- Use "to" before the reported request and "not to" before the negative request

Direct Order	Reported Order
"Do your homework now."	He ordered me to do my homework then .
"Don't waste your time on silly things."	He told her not to waste her time on silly things.
"Be on time!"	He told me to be on time .
"Don't smoke!"	He ordered us not to smoke .

Notel:

When the reporting verb is in the simple present tense, we should pay attention that tenses are not changed when reported.

Example:

- "I live in a big city with my family."

He says (that) **he lives** in a big city with **his** family.

Note2:

There are many reporting verbs other than "say, ask, tell and order" like: explain, report, admit, promise, reply, confirm, prefer, like, want, warn, advise, ...

Examples:

- "I am late because of a sandstorm at the airport."

He explained that he was late because of a sandstorm at the airport.

- "We will come if we can."

They replied that they would come if they could.

Note3:

Requests can come sometimes in the form of yes/no-questions. In this case, we can report them in two ways:

Examples:

- "Can you give me your book, please?"

He asked me to give him my book.

Or

He asked me if/whether I could give him my book.

Note4:

The following table explains other changes when we report sentences:

Direct Speech	Reported Speech
today	that day
yesterday	the day before / the previous day
tomorrow	the next day / the following day
last night	the night before / the previous night
here	there
ago	before
now	then
this	that
these	those
I	he / she
we	they
our	their
you	I / me
my	her / his

Change the following sentences into indirect speech:

- **"I will come back tomorrow."**

Mr. Ahmed said (that) **he would** come back **the next day**.

- **"We don't like fish."**

They said (that) **they didn't** like fish.

1- **"I am glad to meet you."**

He told me

2- **"We had lost our way to the park."**

They said.....

3- **"I will be there in the café tomorrow."**

He said.....

4- **"Our teacher asks too many questions."**

They said

5- **"I will pay for your friend's ticket."**

He told me

6- **"I have forgotten to post my letters."**

He told us

Change the following wh-questions into indirect speech:

- **"Where have you been?"**

The father asked his son where **he had** been.

- **"How long are you going away for?"**

My friend asked me how long **I was** going away for.

1- **"Where will you spend this weekend?"**

My friend asked me.....

2- **"Where did you go yesterday?"**

She asked me.....

3- **"Why are you laughing at me?"**

He asked her

4- **"What do you want?"**

She asked me

5- **"When will you come to see us again?"**

They asked.....

Change the following yes/no-questions into indirect speech:

- **"Can parrots talk?"**

Eman wanted to know **if/whether** parrots **could** talk.

- **"Please, can I go out with my friends?"**

Amal asked her mother **if/whether** she **could** go out with **her** friends.

1- **"Would you like to go shopping tomorrow?"**

Mariam asked her friend

2- **"Have you already been on holiday?"**

Omar asked us.....

3- **"Are you hungry?"**

- My mother asked me
- 4- **"Is she feeling alright."**
He asked.....
- 5- **"Did you enjoy your holiday?"**
Ali asked Mona
- 6- **"Does Eman work hard this term?"**
She asked me.....
- 7- **"Do you want to go swimming with me?"**
Khalid asked me

Change the following orders into indirect speech:

- 1- **"Copy these words into your notebooks."**
He told us to copy those words into their notebooks.
- 1- **"Study your lessons."**
The teacher advised the students.....
- 2- **"Tell me the way to the hospital, please."**
He asked me.....
- 3- **"Open the door."**
The teacher ordered me.....
- 4- **"Don't forget to bring my bag today?"**
Mona warned me.....
- 5- **"Don't neglect your duties."**
The captain ordered his men
- 6- **"Don't watch TV all day."**
My mother advised me.....
- 7- **"Don't swim here."**
He wanted us.....
- 8- **"Study your lessons and don't waste your time."**
The teacher advised the students.....

Phrasal verbs with get

Fill in the spaces with the correct phrasal verb from the list:

(get down to – get through - get on – get up – get over - get behind with)

- 1- If you..... mortgage payments, you might lose your home.
- 2- I find it extremely difficult to.....doing any revision for examinations.
- 3- It took me ages to.....the bout of flu.
- 4- I tried calling her mobile phone, but I couldn't.....
- 5- Iat seven o'clock on weekdays, but lie in till noon at the weekend.
- 6- Our team players always well. I think this is important to win.

Indefinite Pronouns

Indefinite pronouns take the place of a noun, but not one particular noun.

**(somebody / nobody / everybody / anybody / something / nothing /
everything / anything / somewhere / nowhere / everywhere / anywhere)**

- 1- Alia gave that book to.....and never got it back.
- 2-can play the game as long as they follow the rules.
- 3-.....on the agency's website is the valley mentioned.
- 4- Does.....have a clue where the dog went?
- 5-.....knows it is impolite to point at.....
- 6- We can't stay here tonight. We'll have to goelse.
- 7-.....between these two extremes the truth will be found.
- 8- Marie toldthe secrets that went on at her house.
- 9-.....called to tell me the horrible news.
- 10- We need to change and goelse to enjoy fresh air.
- 11- When I looked around the house, I did not see.....out of the ordinary.
- 12- During my trip to the mall, I did not see.....I knew.
- 13- Did you goelse after finishing shopping?
- 14- If the money and profit is there, the food will mysteriously appear as if from.....
- 15- I knocked on the door, but there was not.....there.
- 16- Ali walked in and handed the piece of paper to.....
- 17- I really just needed some time away from.....
- 18- Does.....know a good place where I can go to get my nails done?
- 19-.....can plainly see that she was asking for trouble.
- 20- It didn't take long for the two sides to agreein between.
- 21-.....really needs to come and mow my lawn.
- 22-.....whispered in my ear, but when I turned around there was not.....there.
- 23- After the festivities,.....was invited back to the house for the after-party.
- 24-is possible as long as you put your mind to it.
- 25- Every culture, in the world, makes music.
- 26-.....drank all the soda.
- 27-.....loves to eat chocolate.
- 28- We can't stay here tonight. We'll have to goelse.
- 29-.....has a special song buried.....in their memory.
- 30- We never stopped.....for more than two or three days.

Write what you would say in the following situations:

- 1- Your brother always keeps the lights on and leaves the room
.....
- 2- Your teacher asks you to suggest a way to avoid the spread of Bird Flu in Kuwait.
.....
- 3- You had a serious problem and it was solved at last.
.....

4- Some of your classmates are spoiling the school walls with paints.

.....

Complete the missing parts of the following dialogue:

Ahmad: Would you like to go out for dinner or for a movie?

Bader: Either one, it is up to you.

Ahmad:

Bader: I really don't care, I just want to get out of the house.

Ahmad: Well,.....?

Bader: I don't think it is a good idea to go to both places. I don't have much time.

Ahmad: Ok, I am hungry. Let's go for dinner. I know a good restaurant in the Gulf Street.

Bader: A good idea.?

Ahmad: After 30 minutes from now.

The Passive Voice:

The passive voice is used when the focus is on the action. It is formed by:

- 1- Putting the object in the place of the subject.
- 2- Inserting (Be + Verb3) into the sentence.
- 3- To say who did the action of the verb, we can add a by phrase.

Tense	Active Voice	Passive Voice
Present Simple	Ali writes an email every day. Ali writes emails every day.	An email is written every day (by Ali). Emails are written every day (by Ali).
Present Continuous	Ali is writing an email now. Ali is writing emails now.	An email is being written now (by Ali). Emails are being written now (by Ali).
Present Perfect	Ali has written an email. Ali has written emails.	An email has been written (by Ali). Emails have been written (by Ali).
Past Simple	Ali wrote an email yesterday. Ali wrote emails yesterday.	An email was written yesterday (by Ali). Emails were written yesterday (by Ali).
Past Continuous	Ali was writing an email. Ali was writing emails.	An email was being written (by Ali). Emails were being written (by Ali).
Past Perfect	Ali had written an email. Ali had written emails.	An email had been written (by Ali). Emails had been written (by Ali).
Future Simple	Ali will write an email. Ali will write emails.	An email will be written (by Ali). Emails will be written (by Ali).

Present Simple passive :

1. Many people visit the Kuwait Towers every year.

.....

2. Doctors give medicine to cure sick people.

.....

3. Oil slicks ruin the beaches.

.....

4- The maid cleans my room every other day.

.....

...

Past Simple passive :

1. The earthquake destroyed the town.

.....

2. Barry scored the winning goal.

.....

3. The Chinese invented writing paper 5000 years ago.

.....

4- Rashid painted these chairs yesterday.

.....

...

Present Perfect passive:

1. Ali has seen a strange object in Al-Ahmadi.

2. The government has built many schools in recent years .

3. She has broken the dishes by accident .

4. We have studied English for 12 years.

Present Continuous passive :

1. The secretary is typing the letters now.

2. The students are writing the lesson at the moment .

3. The doctor is examining the patients at present .

4- Ahmed is arranging the books on the shelves .

Change the following into passive:

1- Our neighbour gave me a lift.

2- They are sending the parcel by sea.

3- They didn't punish him for what he did.

4- They are building a very huge dam to prevent the floods.

Prepositions

Prepositions – Time

English	Usage	Example
on	days of the week, occasions	on Monday
in	months / seasons time of day year after a certain period of time (<i>when?</i>)	in August / in winter in the morning in 2006 in an hour
at	for <i>night</i> for <i>weekend</i> a certain point of time (<i>when?</i>)	at night at the weekend at half past nine
to / till / until	telling the time marking the beginning and end of a period of time	ten to six (5:50) from Monday to/till Friday
till / until	in the sense of <i>how long something is going to last</i>	He is on holiday until Friday.

Prepositions – Place (Position and Direction)

English	Usage	Example
in	room, building, street, town, country book, paper etc. car, taxi picture, world	in the kitchen, in London in the book in the car, in a taxi in the picture, in the world
at	meaning <i>next to, by an object</i> for <i>table</i> for events place where you are to do something typical (watch a film, study, work)	at the door, at the station at the table at a concert, at the party at the cinema, at school, at work
on	attached for a place with a river being on a surface for a certain side (left, right) for a floor in a house for public transport for <i>television, radio</i>	the picture on the wall London lies on the Thames. on the table on the left on the first floor on the bus, on a plane on TV, on the radio
through	something with limits on top, bottom and the sides	drive through the tunnel
to	movement to person or building movement to a place or country for <i>bed</i>	go to the cinema go to London / Ireland go to bed
into	enter a room / a building	go into the kitchen / the house
onto	movement to the top of something	jump onto the table
from	in the sense of <i>where from</i>	a flower from the garden

Collective Nouns:

Collective Nouns		
audience	council	majority
class	department	minority
committee	faculty	public
company	family	team
corporation	group	staff
firm	jury	government
navy	crew	cabinet

Collective Nouns are nouns which refer to groups of people. Collective Nouns are singular. However, they can take a singular or a plural verb.

Examples: audience, class, crew, family, government, staff,...

- Our team **is** playing really well at the moment.
- Our team **are** playing really well at the moment.

Grammar unit 10

'Should' 'Should have'

USE

- We often use **should** to give advice:
*You **should** go home.*
(= I think going home is the right thing for you to do.)
*He **shouldn't** eat so many sweets.* (= I think eating a lot of sweets is the wrong thing for him to do.)
- We can use **should** to talk about the present or the future:
*We **should** leave now.*
*We **should** leave early in the morning.*
- We often use **should** with **I think ...** or **Do you think ...?:**
*I **think** we **should** leave.*
***Do you think** I **should** write to him?*

When you go to Berlin, you **should** visit the palaces in Potsdam. *recommendation*

You **should** focus more on your family and less on work. *advice*

I really **should** be in the office by 7:00 AM. *obligation*

By now, they **should** already be in Dubai. *expectation*

Should + have + past participle

Use and meaning

We use **should have + PP** to criticize or give advice about something in the past:

The motorist **should have driven** more carefully.

Choose the right option:

1- I've got a terrible stomach ache. I.....all that food.

a- shouldn't had

b- should've has

c- should've had

d- shouldn't have had

2- I went to work yesterday, even though I felt ill. Today I feel even worse. I..... .

a- shouldn't have stayed at home.

b- shouldn't have went to work.

c- should have stayed at home.

d-should have gone to work .

3- My kids are so spoilt. I should have..... with them.

a- been stricter

b- stricted

c- being stricter

d- been stricting

4- You didn't believe me, but I was telling the truth. You shouldme.

a- believed

b- have believed

c- have believe

d- have believing

5- He wasn't wearing his seatbelt, so he was injured in the crash. He should haveit.

a- wore

b- wearing

c- worn

d- wears

Grammar unit 11

Stative vs. Dynamic Verbs

1- Dynamic verbs:

Verbs which refer to actions are called dynamic verbs.

We can use them in simple and continuous tenses:

I usually *drink* coffee every morning for breakfast.

This morning I *am drinking* tea.

2- Stative verbs:

Verbs which refer to conditions or states are called stative verbs.

We do not usually use these verbs in continuous tenses:

I *believe* traffic pollution is bad for us. (Not I am believing)

Do you *know* where she lives? (Not Are you knowing)

We use stative verbs to express what we think or believe and how we feel.

This is a list of common stative verbs and example sentences:

a- Thinking Verbs

■ know	We don't <i>know</i> what to do.
■ realize	Do you <i>realize</i> how disappointed I am ?
■ suppose	I <i>suppose</i> she's spent all her money.
■ understand	I don't <i>understand</i> much about science.
■ agree	I <i>agree</i> with you.
■ believe	He <i>believes</i> in everything he reads in the newspaper.
■ expect	Do you <i>expect</i> to see him tomorrow.
■ suspect	I <i>suspect</i> she's caught my cold.
■ think	Do you <i>think</i> things are getting worse.
■ reckon	I <i>reckon</i> to leave at 3 o'clock.

b- Feeling Verbs

■ fear	I <i>fear</i> the world is becoming a more dangerous place.
■ hate	Some animals <i>hate</i> the rain.
■ like	She <i>likes</i> animals.
■ love	He <i>loves</i> activity holidays.

We can use some thinking \ believing verbs in continuous tenses.

If we do this their meaning changes:

I think we should protect wild animals. (think = believe)

I am thinking about getting a bike. (think = consider)

I expect things will improve. (expect = believe)

I am expecting a letter from my penfriend. (expect = wait for)

H. Correct the following verbs in brackets:

1- When Ali (come)..... Home yesterday, I (make)..... the supper. By six o'clock I (work)..... for eight hours, so I (need)..... a good meal.

2- Mohammed (own)..... two different houses. He (like)..... to live in his house by the sea when the weather (be)..... good, but in the winter he (prefer)..... to live in the city.

3- When I (call)..... Sarah, she said she (watch)..... TV, so she (not want)..... to come out with me, so I (go)..... to the club alone.

4- I (not understand)..... stative and dynamic verbs. They (seem)..... very confusing. I (hate)..... them, because they are driving me crazy!

5- I (play) tennis every Tuesday. Last week, I (play)..... with John, a man I am (know)..... from work, when a bird (fly)..... into the tennis net.

Adverb Clauses

An adverb may be a single word such as **quickly**, **here** or **yesterday**, or a phrase such as **the day before yesterday** or **to see my mother**. However, adverbs can also be clauses, containing a subject and a full verb. This page will explain the basic types of adverb clauses (sometimes called "adverbial clauses") and how to recognize them.

Adverbs, adverb phrases, and adverb clauses

Look at these sentences:

I saw the movie **yesterday**.

I saw the movie **on Friday**.

I saw the movie **before I went to the party**.

In the first sentence, "yesterday" is a one-word adverb, "on Friday" is an adverb phrase, and "before I left for Calgary" is an adverb clause. All of them answer the question "When?", but the adverb clause has a subject ("I") and a full verb ("left"). It is introduced by "before", so it is a **dependent clause**. This means that it cannot stand alone: "Before I left for Calgary" would not be a full sentence. It needs a main clause ("I saw the movie"). An adverb clause, then, is a dependent clause that does the same job as an adverb or an adverb phrase.

Types of adverb clause

There are many types of adverb clauses. Here are some examples of the most common types:

Type	Example
Place	Wherever there are computers, there is Microsoft software.
Time	After the fruit is harvested, it is sold at the market.
Cause	I didn't go to school because I was sick.
Purpose	She took a computer course so that she could get a better job.
Concession	Although Ali has a Master's degree, he works as a store clerk.
Condition	If you save your money, you will be able to go to college.

As you can see from the examples above, most adverb clauses can be recognized because they are introduced by a particular word or phrase (such as "when" and "so that"). These words and phrases are called **subordinating conjunctions**, and there are many of them, including these:

Place	where, wherever...
Time	after, before, until, as soon as, when, once, by the time...
Cause	because, since, as, as long as, so long as, due to the fact that
Purpose	so that, in order that
Concession (opposition)	while, though, although, even though, whereas...
Condition	if, unless, whether

Join the two sentences using the connectors in brackets:

- You will miss the bus. You run fast. **(unless)** -1

- ...
 He buys a book every now and then. He loves reading, **(because)** -2

- ...
 They saw the car coming. The birds flew away from the street. **(once)** -3

- ...
 She has a business degree. She is working as a retail clerk. **(although)** -4

- ...
 You must keep practicing sports. You become fit. **(until)** -5

- ...
 We must make reservations. We go on vacation. **(before)** -6

.....

...
Give us a call. You get back from your trip. **(when) -7**

.....

...
I won't allow you to see that movie. You are old enough. **(even though) -8**

.....

...
I'll be working late. I'll eat downtown. **(since) -9**

.....

...
Others saw the glass half empty. Barry saw it half full. **(while / -10
whereas)**

.....

...
The fireworks show will start. The sun goes down. **(after) -11**

.....

...

Grammar unit 12

Reported Speech (Indirect Speech)

If we report what another person has said, we usually do not use the speaker's exact words (direct speech), but reported (indirect) speech. Therefore, you need to learn how to transform direct speech into reported speech. The structure is a little different depending on whether you want to transform a statement, question or request.

1- Statements:

When reporting statements, check whether you have to:

- 1- Change pronouns
- 2- Change tenses
- 3- Change place and time expressions

Tense	Direct Speech	Reported Speech
1- present simple	"I live in Kuwait."	He said (that) he lived in Kuwait.
2- present continuous	"I am studying in France."	He said (that) he was studying in France.
3- present perfect	"I haven't seen Julie."	She said (that) she hadn't seen Julie.
4- past simple	"I bought a car."	She said (that) she had bought a car. or She said (that) she bought a car.
5- past continuous	"I was walking along the street."	She said (that) she had been walking along the street.
6- past perfect	"I had taken English lessons before."	She said (that) she had taken English lessons before.
7- will	"I will see you later."	She said (that) she would see me later.
8- would	"I would help, but..."	She said (that) she would help but...
9- can	"I can speak perfect English."	She said (that) she could speak perfect English.
10- could	"I could swim when I was four."	She said (that) she could swim when she was four.
11- shall	"I shall come later."	She said (that) she would come later.
12- should	"I should call my mother."	She said (that) she should call her mother.
13- might	"I might be late."	She said (that) she might be late.
14- must	"I must study at the weekend."	She said (that) she must study at the weekend. or She said (that) she had to study at the weekend.

2- Questions:

We have two kinds of questions:

-Wh-questions:

When reporting wh-questions, check whether you have to:

- 1- Change the word order of the question
- 2- Change pronouns
- 3- Change tenses
- 4- Change place and time expressions

Direct Question	Reported Question
"Where did you put my book?"	She asked me where I put / had put her book.
"What are you doing?"	She asked me what I was doing .
"Why are you late?"	He asked me why I was late.
"Where do you live?"	She asked me where I lived .

-Yes/no- questions:

When reporting yes/no- questions, check whether you have to:

- 1- Change the word order of the question
- 2- Use " if / whether " before the reported question
- 3- Change Pronouns
- 4- Change Tenses
- 5- Change Place and time expressions

Direct Question	Reported Question
"Can you call me?"	He asked me if I could call him.
"Have you ever been to Mexico?"	She asked me if I had ever been to Mexico
"Are you living here?"	She asked me if I was living there .
"Do you like chocolate?"	She asked me if I liked chocolate.

3- Orders:

When transforming requests, check whether you have to:

- 1- Change pronouns
- 2- Change place and time expressions
- 3- Use "to" before the reported request and "not to" before the negative request

Direct Order	Reported Order
"Go to bed!"	He ordered the child to go to bed.
"Don't waste your time on silly things."	He told her not to waste her time on silly things.
"Be on time!"	He told me to be on time.
"Don't disturb me, please."	He ordered us not to disturb him.

Note1:

When the reporting verb is in the simple present tense, we should pay attention that tenses are not changed when reported.

Example:

- "I want to go on a journey with my family."

He says (that) **he wants** to go on a journey with **his** family.

Note2:

There are many reporting verbs other than "**say, ask, tell and order**" like: explain, report, admit, promise, reply, confirm, prefer, like, want, warn, advise, ...

Examples:

- "I am late because of a sandstorm at the airport."

He explained that he was late because of a sandstorm at the airport.

- "We'll come if we can."

They replied that they would come if they could.

Note3:

Requests can come sometimes in the form of yes/no-questions. In this case, we can report them in two ways:

Examples:

- "Can you give me your book, please?"

He asked me to give him my book.

Or

He asked me if/whether I could give him my book.

Note4:

The following table explains other changes when we report sentences:

Direct Speech	Reported Speech
today	that day
yesterday	the day before/the previous day
tomorrow	the next day/the following day
last night	the night before/the previous night
here	there
ago	before
now	then /at that moment.
this	that
these	those
...days ago	... days before
thus	so / in that way

Read the following sentences carefully and correct the underlined mistakes. There are

two mistakes in each sentence:

1- A plan was **putting** by the government to **carrying** out the project

- -

2- The teacher advised the students not **write** on **his** desks.

- -

3. Ali asked me **don't tell** anyone about **my** secret.

- -

4. An important issue about the country's future **was** being **discussing** by the politicians now.

- -

5. Ali says **Ihave** travelled to London three times that year.

- -

6. Ahmed said that the exam **is** being **preparing** for by **us**.

- -

7. Mona said to Omar that she was **tried** to phone **my** boss but she couldn't get through."

- -

.The designers say that they **would** decorate the building after **paint** it .8

- -

My teacher advised me **do not waste** time if I **want** to join the university .9

- -

10. The officer asked me **showme** my passport.

- -

11. My friend wanted to know when I **am** going to meet **your** new neighbours.

- -

12. He asked her how long she **has** been **marry**.

- -

13. Salwa asked Ali if **you** traveled to Europe with **my** family last year.

- -

14. They say **we** don't have disputes about **something**.

- -

Change the following sentences into indirect speech:

- 1- "I was happy to finish my project."
He told me.....
- 2- "We have lost our way to your flat."
They said to us.....
- 3- "I will be here in the café tomorrow."
He said.....
- 5- "I **would buy** Mercedes if I **were** rich."
He said.....
- 5- "I'm visiting Paris next weekend
She said

Change the following wh-questions into indirect speech:

- 1- "Where will you spend this weekend?"
My friend asked me.....
- 2- "Where did you go yesterday?"
She asked me.....
- 3- "Why are you laughing at me?"
He asked her
- 4- "What do you mean?"
She asked me.....
- 5- "When are you going to come to see us again?"
They asked.....

Change the following yes/no-questions into indirect speech:

- 1- "Would you like to go shopping tomorrow?"
Mariam asked her friend.....
- 2- "Have you already been on holiday?"
Omar asked us.....
- 3- "Are you hungry?"
My mother asked me
- 4- "Did you enjoy your holiday?"
Alia sked Mona
- 5- "Does Eman work hard this term?"
She asked me.....

Change the following orders into indirect speech:

- 1- "Tell me the way to the hospital, please."
He asked me.....
- 2- "Open the door."
The teacher ordered me.....
- 3- "Don't forget to bring my bag today?"
Mona warned me.....
- 4- "Don't swim here."
He wanted us.....
- 5- "Study your lessons and don't waste your time."
The teacher advised the students.....