


2. SENTENCE TYPES ACTIVE~PASSIVE VOICE DIRECT~INDIRECT SPEECH

Active and Passive Voice



Active Form:
The professor **teaches** the students.

Passive Form:
The students **are taught** by the professor.

PHRASE, CLAUSE AND SENTENCES

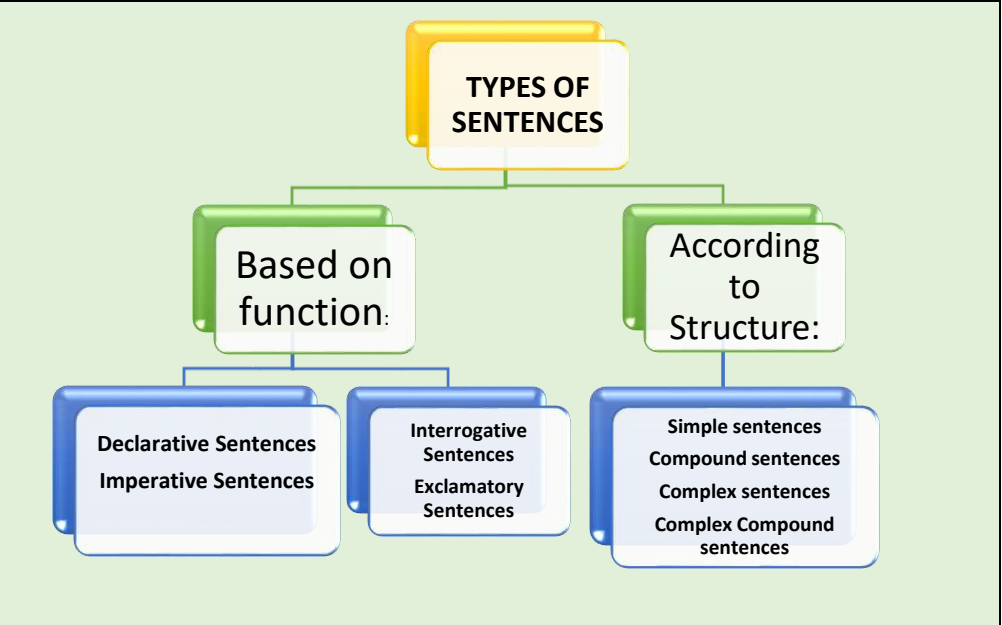
Phrase, clause and sentence are the three structural units that create meaning in language.

Phrase: A phrase is a group of words that make sense but not complete sense.

Clause: A group of words which contain a subject and a predicate are called a clause.

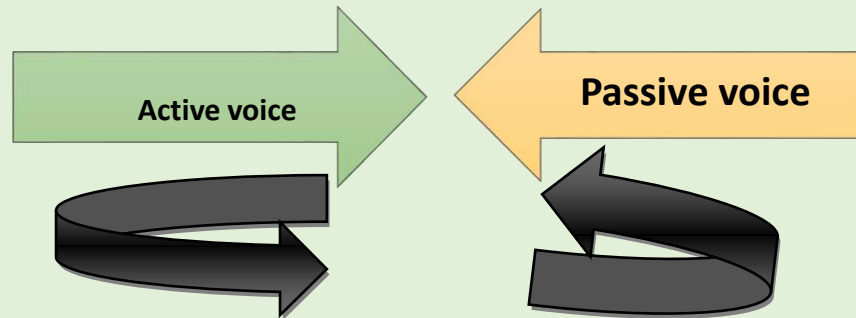
Sentence: A sentence is a group of words that make complete sense to a reader.

TYPES OF SENTENCES



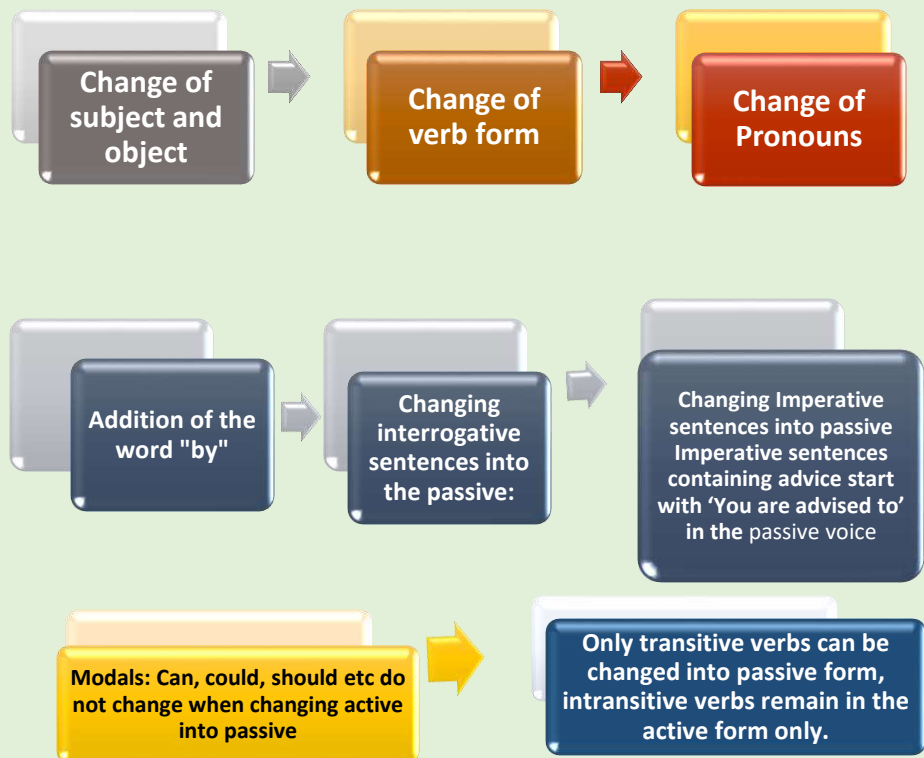
ACTIVE PASSIVE VOICE

A verb is said to be in passive voice when its form shows that the person or thing denoted by the subject has something done to it, that is, it is the receiver of the action.



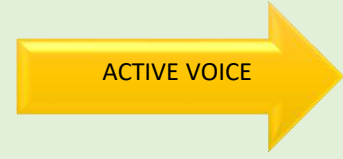
A verb is said to be in active voice when its form shows that the person or thing denoted by the subject does something, that is, it is the doer of the action.

Rules for changing active into passive:



**Passive Voice:
Changing Passive
to Active Voice**

RULES



The book (object on which action is performed; subject in this sentence) is being read (verb) by *most of the class*. (subject who performs the action; object in this sentence)

Most of the class (subject) is reading (verb) the book. (object)

Results (object on which action is performed; subject in this sentence) will be published (verb) by? in the next journal.

The researchers (subject) will publish (verb) the results (object) in the next journal.

A policy of whitewashing and cover-up (object on which action is performed; subject in this sentence) has been pursued (verb) by the CIA director and his close advisors. (subject who performs the action; object in this sentence)

The CIA director and his close advisors (subject) have pursued (verb) a policy of whitewashing and cover-up. (object)

Mistakes (object on which action is performed; subject in this sentence) were made (verb) by? Agent is not specified

We (subject) made (verb) mistakes (object). The agent 'We' is made the 'subject' of the sentence.

Rule

**Direct
speech**

Indirect speech

DIRECT AND INDIRECT SPEECH RULES

Present continuous changes to past continuous	“I am reading a book explained.	He was explained that he is reading a book
Present perfect changes to past perfect	She said, “He has finished his work”	She said that he had finished his work.
Present perfect continuous changes to past perfect continuous	“I have been to Spain”, he told me.	He told me that he had been to Spain.
Simple past changes to past perfect	“Bill arrived on Saturday”, he said.	He said that Bill had arrived on Saturday
Past perfect remains past perfect	“I had just turned out the light,” he explained.	He explained that he had just turned out the light
Past continuous changes to past perfect continuous	“We were living in Paris”, they told me.	They told me that they had been living in Paris.
Future changes to present conditional	“I will be in Geneva on Monday”, he said	He said that he would be in Geneva on Monday
Future continuous changes to conditional continuous	She said, “I’ll be using the car next Friday.”	She said that she would be using the car next Friday.



Question 1

Give a Definition of sentence.

Answer:

Sentence: A sentence is a group of words that make complete sense to a reader. It typically contains a subject and predicate. It may be a statement, question, exclamation, or command, and consists of a main clause and sometimes one or more subordinate clauses. It begins with a capital letter and ends with a full stop. A finite verb is an essential component of a sentence. A sentence can be short and sweet, or long and complicated. Adding objects, complements, phrases and clauses to sentences can lengthen them and make them structurally and semantically complicated

Question 2

Use any five of the following pairs of words in sentences of your own to bring out the difference in their meanings:

- 1. Rout :- Route.**
- 2. Elicit -Illicit.**
- 3. Eminent -Imminent.**
- 4. Imply -Infer.**
- 5. Biennial -Biannual.**
- 6. Conscious- Conscientious.**

Answer:

1. Rout: Completely defeated. The Pakistani Army was routed during the Indo-Pakwar.

Route:(way). Ravi followed the shortest route.

2. Elicit:(draws out); Petite letters always elicit reply

Illicit:(unlawful); There are merely illicit tamarinds in Agra city.

3. Eminent:(famous); William Shakespeare is an eminent author of many plays.

Imminent: (close) - There is always an imminent danger once you cross the border.

4. Imply:(understood)- It is implied that students graduating from IIT'S will be better engineers.

Infer:(draws from) - The modern system of medicines is generally inferred from Vedas.

5. Biennial:(once in two years): The SAARC nations meet biennially.

Biannual:(twice a year): All nationalized banks provide interest to their saving account customer's biannually.

6. Conscious:(aware); All Indians should remain conscious about their fundamental rights and duties.

Conscientious:(ethical); all modern organisations provide conscientious financial status to their shareholders.

Question 3

Give a classification of sentence.

Answer:

Classification of Sentences according to Function:

There are four types of sentences based on function:

- a) Declarative Sentences
- b) Imperative Sentences
- c) Interrogative Sentences
- d) Exclamatory Sentences

Question 4

How do you convert direct speech to indirect speech?

Answer:

To change from Indirect to Direct Speech, keep the rules of the Direct Speech applied in the reverse order.

1. Use the reporting verb, "say" or "said to" in its correct tense.
2. Remove the conjunctions "that, to, if or whether etc". ...

3. Insert quotation marks, question mark, exclamation and fullstop, wherever necessary.

Question 5

What are active and passive voice explain with examples?

Answer:

Active voice. In most English sentences with an action verb, the subject performs the action denoted by the verb. These examples show that the subject is doing the verb's action. Because the subject does or "acts upon" the verb in such sentences, the sentences are said to be in the active voice.

Passive voice: The passive voice is used to show interest in the person or object that experiences an action rather than the person or object that performs the action. In other words, the most important thing or person becomes the subject of the sentence.

Question 6

How do you change passive voice to active voice examples?

Answer:

To change a passive voice sentence to an active voice sentence:

1. Make the object of the active sentence into the subject of the passive sentence.
2. Use the verb "to be" in the same tense as the main verb of the active sentence.
3. Use the past participle of the main verb of the active sentence.

Question 7

How many types of sentences are there?

Answer:

Four types:

There are **four types** of sentences that are used in writing - declarative, exclamatory, imperative and interrogative. Each type is used in a specific situation and each has its own punctuation mark.

- **Statement/Declarative Sentence.** These are the most common type of sentence.
- **Question/Interrogative Sentence.** When we want to ask questions, we use interrogative sentences.
- **Exclamation/Exclamatory Sentence.** Sometimes we want to shout! ...

- Command / Imperative Sentence. Do you ever feel bossy?

Question 8

“Shall” changes to what in indirect speech?

Answer:

"Be" moves from a position before the noun to after the noun. Finally, pay attention to whether the speech you are reporting uses a modal verb. Will, can, and shall change to would, could, and should when reported. ... If the modal verb is already in its past form, it does not change when reported.

Question 9

What is the difference between active and passive voice?

Answer:

The **passive voice** is less common. Unlike the **active voice**, this describes a verb being happened to the subject of the sentence, rather than the subject carrying it out. In this way, the action is said to be “**passive**”.

Question 10

How do you identify a clause?

Answer:

Recognize a clause when you see one. Clauses come in four types: main [or independent], subordinate [or dependent], relative [or adjective], and noun. Every clause has at least a subject and a verb. Other characteristics will help you distinguish one type of clause from another.

Question 11

Is indirect speech and reported speech the same?

Answer:

Indirect speech will still share the same information – but instead of expressing someone's comments or speech by directly repeating them, it involves reporting or describing what was said. An obvious difference is that with indirect speech, you won't use inverted commas.

Question 12

How do you avoid passive voice in writing?

Answer:

Steps

1. Identify the verb in the sentence. To avoid using passive voice and start using active voice, start by figuring out the verb in the sentence. ...
2. Identify the subject in the sentence. The next step is to isolate the subject in your sentence. ...
3. Identify the direct object in the sentence. Not all sentences have direct objects.

Question 13

Give a classification of sentence.

Answer:

Classification of Sentences according to Function:

There are four types of sentences based on function:

- Declarative Sentences
- Imperative Sentences
- Interrogative Sentences
- Exclamatory Sentences

Question 14

What is the difference between phrase clause and sentence?

Answer:

A Sentence must have a subject, (expressed or implied), a verb, and a predicate, which is called a complete thought. A Clause, on the other hand, contains a subject and a verb. But it can or cannot contain a complete thought.

Conclusion:

- Every sentence is a clause, but every clause isn't a sentence. For a clause to be called a sentence, it has to be an independent clause.
- A dependent clause isn't a sentence.
- An independent clause is a sentence.
- Both sentences and clauses have many phrases in them

Question 15

How do you change direct speech to indirect speech?

Answer:

To change from Indirect to Direct Speech, keep in mind all the rules of the Direct Speech in the reverse order.

1. Use the reporting verb, "say" or "said to" in its correct tense.
2. Remove the conjunctions "that, to, if or whether etc". ...
3. Insert quotation marks, question mark, exclamation and fullstop, wherever necessary.

Question 16

What is indirect speech and direct speech?

Answer:

Indirect speech is also known as Reported Speech, Indirect Narration or Indirect Discourse. In grammar, when you report someone else's statement in your own words without any change in the meaning of the statement is called indirect speech. Direct speech is a sentence in which the exact words spoken are reproduced in speech marks (also known as quotation marks or inverted commas).

For example: "You'll never guess what I've just seen!" said Sam, excitedly.

Question 17

Convert following sentences from direct speech to indirect speech:

- I. He says, "Jack kills a giant."
- II. I said to my friend, "Work regularly."
- III. Shoaib said, "Let us go on long drive."
- IV. Call the second witness." said the Judge.
- V. He said, "Hurrah! My brother has come."

Answer:

- I. He says **that** Jack kills a giant.
- II. I **advised my friend to** work regularly.
- III. Shoaib **suggested that they** should go on long drive.
- IV. **Call** the second witness." **said** the Judge.
- V. He **exclaimed with joy that his** brother **had** come.

Question 18

Identify the type of sentence?

- I. I like pizza.
- II. Do you want to study?

- III. **Stay in your seat.**
- IV. **Where are you going?**
- V. **I'm sick of this!**

Answer:

- I. **Declarative sentences make statements:** In each case the speakers request information. Because of this both sentences end in question marks.
- II. **Interrogative sentences ask questions:** In each case the speakers request information. Because of this both sentences end in question marks
- III. **Imperative sentences issue commands:** When scanning for structure, we should first find the action or predicate, which is *stay* in the above sentence
- IV. **Interrogative sentences ask questions:** In each case the speakers request information. Because of this both sentences end in question marks.
- V. **Exclamatory sentences express excitement or emotion:** Notice in each case that the sentence expresses an emotion. Exclamation point signal to readers that the speaker is yelling or exclaiming.

Question 19

Why is passive voice used?

Answer:

The passive voice is used to show interest in the person or object that experiences an action rather than the person or object that performs the action. In other words, the most important thing or person becomes the subject of the sentence.

Question 20

How do you change a passive voice to an imperative sentence?

Answer:

An imperative sentence in the passive voice has the following form: Let + object + be + past participle.

For example:

1. Active: Carry it home.
2. Passive: Let it be carried home.

3. Active: Do it at once.
4. Passive: Let it be done at once.

Question 21

Give a Definition of sentence.

Answer:

It typically contains a subject and predicate. It may be a statement, question, exclamation, or command, and consists of a main clause and sometimes one or more subordinate clauses. It begins with a capital letter and ends with a full stop. A finite verb is an essential component of a sentence.

A sentence can be short and sweet, or long and complicated. Adding objects, complements, phrases and clauses to sentences can lengthen them and make them structurally and semantically complicated.

Question 22

Change the following sentences into the passive voice.

1. She made a third attempt.
2. The boy asked a difficult question.
3. She wrote an award-winning novel.
4. The terrorists blew up the bridge.
5. The police caught the thief.

Answer:

1. A third attempt was made by her.
2. A difficult question was asked by the boy.
3. An award-winning novel was written by her.
4. The bridge was blown up by the terrorists.
5. The thief was caught by the police.

Question 23

Changing sentences into the passive

- I. Did she recognize you?
- II. Can anybody cure it?
- III. Who wrote this book?
- IV. Have you finished work?
- V. When will they announce the results?

Answer:

1. Active voice: Did she recognize you?
Passive voice: Were you recognized by her?
2. Active voice: Can anybody cure it?
Passive voice: Can it be cured (by anybody)?
3. Active voice: Who wrote this book?
Passive voice: By whom was this book written?
4. Active voice: Have you finished work?
Passive voice: Has the work been finished by you?
5. Active voice: When will they announce the results?
Passive voice: When will the results be announced (by them)?

Question 24

Distinguish between the various types of sentences.

- I. If it rains, the match will be postponed.**
- II. Being busy, I could not attend the function.**
- III. He looked all around and disappeared.**
- IV. Can you help me with a thousand rupees?**
- V. This is not the house to live in.**

Answer:

- I. Complex Sentence
- II. Simple Sentence
- III. Compound Sentence
- IV. Interrogative Sentence
- V. Negative Sentence

Question 25

How do you identify the type of sentence?

Answer:

A sentence is a series of words that communicates a complete thought. Sentences have a defined structure with a subject and a predicate. They may fall into four different types (declarative, interrogative, exclamatory, or imperative). Finally, sentences may be either simple, complex, or compound.

Question 26

What are the 4 types of sentence structures?

Answer:

The 4 Types of Sentence Structure

- A simple sentence consists of one independent clause. ...
- A compound sentence is two (or more) independent clauses joined by a conjunction or semi-colon. ...
- A complex sentence consists of an independent clause plus a dependent clause.
- A compound-complex sentence contains multiple independent clauses and at least one dependent clause. These sentences will contain both conjunctions and subordinators.

Question 27

What are the types of sentences and examples?

Answer:

There are four main types of sentences:

- Simple or Declarative Sentence.
- Command or Imperative Sentence.
- Question or Interrogative Sentence.
- Exclamatory Sentence.

PAST EXAMINATION QUESTIONS

MAY - 2018

Question1

Change the following sentence to indirect speech:

(iii) The policeman said to the stranger who are you.

Answer:

The policeman asked the stranger who he was.

Question2

Change the following sentence into indirect speech:

(iii) The Shopkeeper says, "prices are shooting up alarmingly"

Answer:

The shopkeeper said that prices are shooting up alarmingly

Question3

Rewrite the following sentence in Passive voice.

(ii) The customer should receive the delivery by Friday

Answer:

The delivery should be received by the customer by Friday.

Question 4

Rewrite the following sentence in Active Voice.

(iii) He will be given a ticket for over speeding by the police officer.

Answer:

The Police Officer will give a ticket to him for overspeeding.

Question 5

Rewrite the following sentences in the active voice:

(iii) The entire district was destroyed by cyclone.

Answer:

Cyclone destroyed the entire district.

NOV - 2018

Question 1

(iii) Change the following sentence into indirect speech:

Suchi asked Sunil, "Are you interested to visit the temple?"

Answer:

Indirect: Sunil asked Suchi if she was interested to visit the temple.

Question 2

(iii) Change the following sentence into indirect speech:

Shalini gave order to her younger sister, "Go home immediately."

Answer:

Indirect: Shalini ordered her younger sister to go home immediately.

Question 3

(i) Fill up the blank with the most suitable preposition or adverb given in the brackets.

He apologized ___ his teacher for his misbehavior. (to/ from/with/ against)

(ii) Rewrite the following sentence in Passive Voice.

Sunita said, "Please give me a glass of water."

(iii) Rewrite the following sentence in Active Voice.

The case should be handled by you carefully since it is critical in nature.

Answer:

- i. He apologized to his teacher for his misbehavior.
- ii. **Passive:** Sunita requested to give her a glass of water.
- iii. **Active:** You should handle the case carefully since it is critical in nature.

Question 4

(iii) Rewrite the following sentence in the Active Voice:

The deer was trapped by the cunning fox.

Answer:

Active: The cunning fox trapped the deer.

MAY - 2019

Question 1

Change the following sentence to indirect speech :

Pari said to me "I have been living in London since last December"

Answer:

Pari told that she have been living in London since last December.

(Direct & Indirect Speech - Rule-2 – When the statement is still relevant tenses may not change.)

Question 2

Change the following sentence into indirect speech:

She said "I am watching a television show"

Answer:

She said that she was watching a television show.

(Direct & Indirect Speech- Rule- When Reporting Verb is in Past Tense, all Present Tense of the direct are changed into the corresponding Past Tenses.)

Question 3

Change the sentence from Active to Passive Voice.

The teacher always answers the students questions.

Answer:

Active to Passive Voice: The student's questions are always answered by the teacher

Question4

Change the sentence from Passive to Active Voice:

Every night, the office is vacuumed and dusted by the cleaning crew.

Answer:

Passive to ActiveVoice: The cleaning crew vacuum and dust the office every night.

Question5

Change the following sentence to indirect speech.

She said “My Father came yesterday”.

Answer:

She said that her father came yesterday.

Question6

Change the sentence into Active Voice:

The Grand Canyon is visited by thousands of tourists every year.

Answer:

Thousands of tourists visit/visits The Grand Canyon every year

NOV - 2019

Question1

Change the following sentence to indirect speech:

Reena said, "Nobody can solve the problem on the earth".

Answer:

Reena said that nobody can solve the problem on the earth.

Question2

Change the following sentence to indirect speech:

He said, “Will you all come for the meeting?”

Answer:

He asked will you all come for the meeting.

Question3

Change the sentence from Active to Passive Voice.

The audience loudly cheered the Prime Minister's speech.

Answer:

Prime Minister's speech was being loudly cheered by audience

Question4

Change the sentence from Passive to Active Voice.

The Bird was killed by a cruel boy.

Answer:

Cruel boy killed the Bird.

Question5

Change the following sentence to indirect speech.

He said, "My Mother is writing letters".

Answer:

He said that his mother was writing letters.

Question6

Select the correct meaning of Idioms/Phrases given below:

(i) Change the sentence into Active Voice: They will be given a ticket for over speeding by the police inspector.

Answer:

The police inspector will give a ticket for over speeding.

NOV - 20(CYCLE 1)

Question1

(b) (i) Choose the word which best expresses the meaning of the given word:

SCINTILLATING

(1) Smouldering

(2) Glittering

(3) Touching

(4) Warming

Answer:

Glittering

(ii) Select a suitable antonym for the word given under:

Fidelity

- (1) Commitment**
- (2) Inconstancy**
- (3) Ambitions**
- (4) Devotion**

Answer:

Inconstancy

(iii) Change the following sentences to indirect speech:

Varun Said, “Every Kid learn coding”

Answer:

Varun said that Every Kid should learn coding.

(b) (i) Choose the word which best expresses the meaning of the given word:

Concise

- (1) Brief**
- (2) Better**
- (3) Important**
- (4) Interesting**

Answer:

Brief

Explanation:

Marked by brevity of expression or statement: free from all elaboration and superfluous detail.

(ii) Choose the word which best expresses the meaning of the given word:

Cryptic

- 1. Pertinent**
- 2. Common**
- 3. Mysterious**
- 4. Loyalty**

Answer:

Mysterious

Explanation:

Having or seeming to have a hidden or ambiguous meaning : MYSTERIOUS

(iii) Change the following sentence to indirect speech:

“Do you suppose you know better than you own father?” jeered his angry Mother.

Answer:

The angry mother jeered to her son if he supposed that he knew better than his own father.

(b) (i) Change the sentence from Active to Passive Voice.

Question – The crew cleaned the entire stretch of highway.

Answer:

The entire stretch of highway was cleaned by the crew.

(ii) Change the sentence from passive to Active voice.

Question – The house was remodeled by the homeowners to help it sell.

Answer:

The homeowners remodeled the house to help it sell.

(iii) Change the following sentence to indirect speech.

Question – Socrates said, “ Virtue is its own reward,”

Answer:

Socrates said that virtue had its own reward

(b) Select the correct meaning of Idioms/Phrases given below:

i. To be a mastermind

- 1. To be a pioneer**
- 2. To be an entrepreneur**
- 3. To be an amateur**
- 4. To be a villain**

Answer :

To be a pioneer

Explanation: 'To be a mastermind' means 'an intelligent person who plans a complex scheme'. 'Pioneer' means 'one who develops new ideas'.

ii. At wit's end

- 1. Impoverished**
- 2. Drained**
- 3. Completed**

4. Perplexed**Answer :****Perplexed****Explanation:** -Completely puzzled and perplexed, not knowing what to do. For example, I've tried every possible source without success, and now I'm at my wit's end.**iii. Change the sentences into Passive Voice:****Question – Will you tell me a story?****Answer:**

Will the story be told to me by you?

iv. Choose the word which best expresses the meaning of the given word:**COMBAT.**

1. Conflict
2. Quarrel
3. Feud
4. Fight

Answer :**Conflict****JAN 21 (CYCLE 2)****Question1****(b) (i) Choose the word which best express the meaning of the given word:****Repulsive**

- 1) Attractive
- 2) Normal
- 3) Disgusting
- 4) Confused

Answer: 3**(ii) Select a suitable antonym for the word given under:****Gratify**

- 1) Frustrate
- 2) Depress
- 3) Discourage
- 4) Distress

Answer: 1

(iii) Change the following sentence to indirect speech:

He said, "The horse died in the night".

Answer: He said sadly that the horse died in the night.

(b)

I. choose the word which express the meaning of the given word:

Nostalgic

- 1) Sharp
- 2) Painful
- 3) Delighted
- 4) Homesick

Answer:4

II. Choose the word which best express the meaning of the given word:

Economies

- 1) Reduce
- 2) Save
- 3) Minimize
- 4) Accumulate

Answer: 2

III. Change the following sentence into indirect speech :

He said to him, 'Please wait here till I return.'

Answer: He requested to him to wait there till he returned.

(b) (i) Change the sentence from Active Passive Voice.

Rama was making n kite

Answer:

A Kite was being made by Rama.

(ii) Change the sentence from Passive to Active voice.

The lion was shot by the hunter.

Answer:

The hunter shot the lion

(iii) Change the following sentence to indirect speech.

Father said to his son, “work hard for success in life”.

Answer:

Father advised his son to work hard for success in life.

b) Select the correct meaning of Idioms/Phrases given below:

I. Pen and Ink

(1) Modern day technology

(2) Extensively

(3) Wastage

(4) In writing

Answer: (4)

II. A snake in the grass

(1) unforeseen happening

(2) Secret or hidden enemy

(3) Unreliable person

(4) Unrecognizable danger

Answer: (2)

III. Change the sentence into Active

Twenty runs were scored by him.

Answer: He scored twenty runs

IV. Choose the word which best expresses the meaning of the given word.

Applaud

(1) Flatter

(2) Praise

(3) Pray

(4) Request

Answer: (2)

JULY - 2021

Question 1

I. Choose the word which best express the meaning of the given words:

ADHERE

- a. Separate
- b. Split
- c. Humility
- d. Fasten

Answer: c

II. Select a suitable antonym for the word given under:

CANDID

- a. Deceptive
- b. Frank
- c. Sincere
- d. Subordinate

Answer: a

III. Change the following sentence to indirect speech

He said to me, "it would be nice if I could see you again."

Answer:

He told me that it would be nice if he could see me again.

Question 2

I. Change the sentence from Active to passive voice

Bring the culprit

Answer:

Let the culprit be brought in.

II. Change the sentence from passive to Active voice

Three cleanliness campaigns will be launched by the authorities in the park.

Answer:

The authorities will launch three cleanliness campaigns in the park/ The authorities in the park will launch three cleanliness campaigns.

III. Change the following sentence to indirect speech.
The group shouted ``Honesty is the best policy’’

Answer:

The group said/shouted that honesty is the best policy.

Question 3

I. Change the sentence from Active to Passive Voice

Did they like paintings in the exhibition?

Answer:

Where the paintings in the exhibition liked by them?

II. Change the sentences from passive to Active Voice

Food from roadside vendor should not be eaten during covid pandemic as safety
Precaution

Answer:

We should not eat food from roadside vendor during covid pandemic as a safety
precaution.

III. Change the following sentence to indirect speech

Mr. X to the cashier: Do you have change for five hundred rupees?

Answer:

Mr. X asked the cashier if / whether he had change for five hundred rupees.

Question 4

Change the sentence into Active Voice

Who were not liked by at the party?

Answer:

Whom didn't you like at the party?

DEC- 2021

Question 1

Change the following sentences to indirect speech: 1 Marks

(i) Change the sentence from active to passive voice.

By this time tomorrow we will have signed the deal. **(1 Mark)**

Answer:By this time tomorrow the deal will have been signed. / By this time tomorrow
the deal will have been signed by us / The deal will have been signed by this time

tomorrow.

(ii) Change the sentence from passive to active voice.

The minister was welcomed by the people. (1 Mark)

Answer:The people welcomed the minister.

(iii) Change the following sentence to indirect speech:

She said to me, "Do you know this man?" (1 Mark)

Answer:She asked me if / whether I knew that man.

Question 2

Change the sentence into passive voice:

Mohan will tell you later. (1 Mark)

Answer:You will be told by Mohan later. / You will be told later by Mohan.

Question 3

Change the following sentence to indirect speech:

He said to her, "Are you coming to the party?" (1 Mark)

Answer:He asked / enquired of her if / whether she was coming to the party.

Question 4

Change the following sentence to indirect speech:

Alex said, "I am working day and night". (1 Mark)

Answer:Alex said that he / she had been working day and night.

JUNE- 2022

Question 1

Change the following sentences to indirect speech: 1 Marks

'Why don't you go away for a few days?' Jenifer said to me

Answer:Jenifer asked me why I didn't go away for a few weeks

Question 2

Change the following sentence to indirect speech:

Mother said to her daughter, "May God grant you success in your examination'.

Answer:The mother wished her daughter that might god bless her for success in examination.

Question 3

(i) Change the sentence from Active to Passive Voice. 1 Marks

I ran the obstacle course in record time.

Answer: The obstacle course was ran by me in record time.

(ii) Change the sentence from Passive to Active Voice 1 Marks

Money was generously donated to the homeless shelter by Larry.

Answer: Larry generously donated money to the homeless shelter.

(iii) Change the following sentence into indirect speech. 1 Marks

The students said to their teacher, 'please allow us to watch the cricket match.'

Answer : The students requested their teacher to allow them to watch the cricket match

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Question 1**(i) Change the following sentence into direct speech:**

The policeman asked the stranger who he was.

Answer: - The policeman said to the stranger "Who are you"?

(ii) Change the following sentence into indirect speech:

The tutor rebuked Sonu saying " If you do not finish your project, I'll call your mother."

Answer: The tutor rebuked Sonu saying " If he did not finished his project, he would call his mother."

Question 2

Explain any two types of formal communication.

Answer:

On the basis of direction, formal communication can be of four types:

1. Downward Communication
2. Upward Communication
3. Horizontal Communication
4. Diagonal Communication

Downwards Communication

The flow of information from a higher level (superior) to a lower level (subordinate) in an organisation is known as downwards communication.

Communication of policies, procedures, orders, instructions, notices for meetings,

circulars, manuals, etc., is the main objective of downwards communication. The speed of downward communication is very fast.

Upward Communication

The flow of information from a lower level (subordinates) to a higher level (superior) of an organisational hierarchy is known as upward communication.

The main objective is to communicate reports, suggestions, complaints, grievances, progress reports, applications for grant of leave, etc., to the superior. The speed of upward communication is comparatively less than downward communication.

Horizontal Communication or Lateral Communication

The flow of information between people of different departments working at the same level in an organisation is known as Horizontal Communication.

The main aim of Horizontal Communication is to coordinate different activities of two or more departments. It also aims to resolve the interrelated problems between the departments. For example, a finance manager may discuss the promotional cost of new products with the marketing manager.

This type of communication can adversely affect the productivity and efficiency of the organisation if there is a difference in the approach and vision of people of different departments. Differences in approach can lead to conflicts between the departments.

Diagonal Communication

The flow of information between persons holding different levels of authority in different departments is known as Diagonal Communication.

The main aim of Diagonal Communication is to increase the efficiency of the organisation by speeding up the communication process and cutting across departmental barriers. For example, a discussion between Designing manager and a salesperson regarding the liking and disliking of people regarding a product.

This type of communication violates the principle of unity of command, and sometimes the superior may feel ignored when his subordinate talks directly to the managers of different departments.

Question 3

(i) Change the sentences from active to passive voice (Narration):

She said to me, "It has been raining heavily and you cannot go."

Answer: She told to me, "It had been raining heavily and I could not go."

(ii) Change the sentence from passive to active voice:

The girls who had not done their homework were punished by the teacher.

Answer: The teacher punished the girls who had not done their homework.

(iii) Change the following Voice:

Had he delivered the letter?

Answer: Had the letter had been delivered?

Question 4

Change the sentence into passive voice.

One should keep one's promises.

Answer: Promises should be kept