

SPELLING RULES

V1	V2	V3	V4	V5	V6
eat	eats	eating	ate	eaten	to eat
fall	falls	falling	fell	fallen	to fall
go	goes	going	went	gone	to go
do	does	doing	did	done	to do
catch	catches	catching	caught	caught	to catch
brush	brushes	brushing	brushed	brushed	to brush
fly	flies	flying	flew	flown	to fly
cry	cries	crying	cried	cried	to cry
dry	dries	drying	dried	dried	dried
run	runs	running	ran	run	to run
cut	cuts	cutting	cut	cut	to cut
put	puts	putting	put	put	to put

	s	es	y	ies	
run	+	runs
fall	+	falls
go	+	goes
catch	+	catches
bus	+	buses
fly	-	+	flies

work	+			ing	=	working
run	+	n	+	ing	=	running
make	-	e	+	ing	=	making
clap	+	p	+	ed	=	clapped

An old broom knows the corners of the house

V1	V4	V5
be	was/were	been
bear	bore	born
beat	beat	beaten
become	became	become
begin	began	begun
bend	bent	bent
bind	bound	bound
bite	bit	bitten
bleed	bled	bled
blow	blew	blown
break	broke	broken
breed	bred	bred
bring	brought	brought
build	built	built
burst	burst	burst
buy	bought	bought
cast	cast	cast
catch	caught	caught
choose	chose	chosen
cling	clung	clung
come	came	come
cost	cost	cost
creep	crept	crept
cut	cut	cut

V1	V4	V5
deal	dealt	dealt
dig	dug	dug
do	did	done
draw	drew	drawn
drink	drank	drunk
drive	drove	driven
eat	ate	eaten
fall	fell	fallen
feed	fed	fed
feel	felt	felt
fight	fought	fought
find	found	found
flee	fled	fled
fling	flung	flung
fly	flew	flown
forbid	forbade	forbidden
forecast	forecast	forecast
forget	forgot	forgotten
forgive	forgave	forgiven
forsake	forsook	forsaken
freeze	froze	frozen
get	got	got
give	gave	given
go	went	gone

You learn from your mistakes

grind	ground	ground	rid	rid	rid
grow	grew	grown	ride	rode	ridden
hang	hung	hung	ring	rang	rung
have	had	had	rise	rose	risen
hear	heard	heard	run	ran	run
hide	hid	hidden	say	said	said
hit	hit	hit	see	saw	seen
hold	held	held	shrink	shrank	
hurt	hurt	hurt		or shrunk	shrunk
keep	kept	kept	shut	shut	shut
kneel	knelt	knelt	sing	sang	sung
know	knew	known	sink	sank	sunk
lay	laid	laid	sit	sat	sat
lead	led	led	sleep	slept	slept
leave	left	left	slide	slid	slid
lend	lent	lent	sling	slung	slung
let	let	let	slink	slunk	slunk
lie	lay	lain	slit	slit	slit
lose	lost	lost	speak	spoke	spoken
make	made	made	speed	sped	sped
mean	meant	meant	spend	spent	spent
meet	met	met	shed	shed	shed
mistake	mistook	mistaken	shine	shone	shone
partake	partook	partaken	shoe	shod	shod
pay	paid	paid	shoot	shot	shot
put	put	put	show	showed	shown
read	read	read			

Money doesn't buy happiness

tear	tore	torn
tell	told	told
think	thought	thought
thrive	throve	thriven
throw	threw	thrown
thrust	thrust	thrust
tread	trod	trodden
understand	understood	understood
wake	woke	woken
wear	wore	worn
weave	wove	woven
weep	wept	wept
win	won	won
wind	wound	wound
wring	wrung	wrung
write	wrote	written

The Uses of the English Tenses

Type of Tense Type of Action Expressed

Simple - actions occurring at regular intervals
 - general truths, or situations existing for a period of time
 - non-continuous actions

Continuous - continuous, ongoing actions

Perfect - non-continuous actions completed before a certain time

Perfect Continuous- continuous, ongoing actions completed before a certain time

The Formation of the Indicative Mood of the Active Voice

Tense	Auxiliary	Verb form
Simple Present	do/does	bare infinitive
Present Continuous	am/is/are	present participle
Present Perfect	have/has	past participle
Present Perfect Continuous	have/has been	present participle
Simple Past	did	bare infinitive
Past Continuous	was/were	present participle
Past Perfect	had	past participle
Past Perfect Continuous	had been	present participle
Simple Future	will (shall)	bare infinitive
Future Continuous	will (shall) be	present participle
Future Perfect	will (shall) have	past participle
Future Perfect Continuous	will (shall) have been	present participle

Simple Past: showed

Past Participle: shown

Simple Present	Simple Past	Simple future
I show	I showed	I will show
You show	You showed	You will show
He shows	He showed	He will show
She shows	She showed	She will show
It shows	It showed	It will show
We show	We showed	We will show
They show	They showed	They will show
Present Continuous	Past Continuous	Future Continuous
I am showing	I was showing	I will be showing
You are showing	You were showing	You will be showing
He is showing	He was showing	He will be showing
She is showing	She was showing	She will be showing
It is showing	It was showing	It will be showing
We are showing	We were showing	We will be showing
They are showing	They were showing	They will be showing
Present Perfect	Past Perfect	Future perfect
I have shown	I had shown	I will have shown
You have shown	You had shown	You will have shown
He has shown	He had shown	He will have shown
She has shown	She had shown	She will have shown
It has shown	It had shown	It will have shown
We have shown	We had shown	We will have shown
They have shown	They had shown	They will have shown

Too many cooks spoil the broth

Present Perfect Con	Past Perfect Con	Future Per fect Cont
I have been showing	I had been showing	I will have been showing
You have been showing	You had been showing	You will have been showing
He has been showing	He had been showing	I will have been showing
She has been showing	She had been showing	She will have been showing
It has been showing	It had been showing	It will have been showing
We have been showing	We had been showing	We will have been showing
They have been showing	They had been showing	They will have been showing

EXERCISES ON BE VERB

1. Change the following pairs of words into sentences, using the correct forms of the Simple Present of the verb to be.

For example:

I, cautious

I am cautious.

they, friendly

They are friendly.

1. you, careful.....
2. it, warm
3. he, here
4. we, bold
5. they, careless.....

6. she, clever
7. we, ready
8. you, reckless
9. I, shy
10. they, polite

2. Change the affirmative statements resulting from Exercise 1 into questions.

For example:

I am cautious.

Am I cautious?

They are friendly.

Are they friendly?

3. Change the affirmative statements resulting from Exercise 1 into negative statements.

For example:

I am cautious.

I am not cautious.

They are friendly.

They are not friendly.

4. Change the affirmative statements resulting from Exercise 1 into negative questions. Except where the subject of the verb is I, write both the form without contractions and the form with contractions.

For example:

I am cautious.

Am I not cautious?

They are friendly.

Are they not friendly?

Aren't they friendly?

5. Add negative tag questions to the ends of the affirmative statements resulting from Exercise 1. Except where the subject of the verb is I, use contractions for the tag questions.

For example:

I am cautious.

I am cautious, **am I not?**

They are friendly.

They are friendly, **aren't they?**

6. Using the Simple Present of the verb to be, and making sure that the word order is correct, form the following groups of words into grammatically correct statements or questions. If the symbol ? is present, form the words into a question. If the word not is present, form the words into a negative statement or negative question. Do not use contractions in this exercise.

For example:

it, brown

It is brown.

you, ?, excited

Are you excited?

I, satisfied, not

I am not satisfied.

not, ?, they, ready

Are they not ready?

- | | |
|--------------------------|-------|
| 1. you, ?, hungry | |
| 2. we, ?, not, correct | |
| 3. he, ?, happy | |
| 4. not, ?, it, cold | |
| 5. she, here | |
| 6. I, early, ? | |
| 7. they, wrong, not | |
| 8. you, ?, comfortable | |
| 9. they, ?, not, strong | |
| 10. not, ?, I, fortunate | |

Note:

Practise all the sentences in the past and the future tenses

Multiple Choice Questions

Ring the correct answer.

1. You _____ at work. am is **are** be
2. We _____ in the office. am is are be
3. I _____ in a meeting. am is are be
4. The student _____ on the phone. am is are be
5. Where _____? you from are are from you
are you from you are from
6. _____ from this town? Is she Be she She is
7. _____ from this city? They are Are they They is
Is they
8. Bob and Karen _____ from is not not be are not
this country.
9. Ms. Smith _____ in a meeting. not is isnt is not
10. You and I _____ at work. am not is not are not

EXERCISES ON SIMPLE PRESENT

1. Using the Simple Present tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:

I _____ to the radio. (to listen) He _____ to the radio. (to listen)
I listen to the radio. He listens to the radio.

1. She _____ the guitar. (to play)
2. We _____ soccer. (to play)
3. They _____ to talk. (to like)
4. He _____ ice cream. (to like)
5. You _____ your friends often. (to call)
6. He _____ the office every day. (to call)
7. She _____ regularly. (to practise)
8. They _____ once a week. (to practise)
9. We _____ here. (to shop)
10. It _____ delicious. (to taste)

2. Using the Simple Present tense, fill in the blanks with the correct forms of the verb to have. For example:

I _____ a pen. He _____ two pencils.
I have a pen. He has two pencils.

1. I _____ many books.
2. You _____ an apartment.
3. He _____ a bicycle.
4. We _____ fun.
5. They _____ two sleds.
6. She _____ milk in her tea.
7. I _____ a warm sweater.
8. We _____ breakfast at eight o'clock.
9. He _____ an alarm clock.
10. They _____ a sense of humor.

3. Paying attention to which verbs change their spelling before adding s in the third person singular, fill in the blanks with the Simple Present of the verbs shown in brackets. For example:

He always _____ promptly. (to reply) She _____ little. (to say)
He always replies promptly. She says little.

They _____ bridge once a week. (to play)
They play bridge once a week.

1. He _____ it. (to deny)
2. They _____ to be on time. (to try)
3. It _____ to be careful. (to pay)
4. She _____ hard. (to study)
5. You _____ good manners. (to display)

6. He always _____ himself. (to enjoy)
7. She _____ to Ireland once a year. (to fly)
8. We _____ five people. (to employ)
9. He _____ his friends. (to accompany)
10. She _____ chocolate chip cookies every week. (to buy)

Answers

4. Paying attention to which verbs take “s” and which take “es” in the third person singular, fill in the blanks with the Simple Present of the verbs shown in brackets. For example:

He _____ everywhere on foot. (to go)

He goes everywhere on foot.

It _____ surprising. (to seem)

It seems surprising.

They _____ skiing. (to teach)

They teach skiing.

1. She _____ a great deal of work. (to do)
2. He _____ television every evening. (to watch)
3. She _____ a horse. (to own)
4. We _____ the dishes every night. (to do)
5. She _____ she had a pair of skates. (to wish)
6. He _____ us to call him. (to want)
7. She _____ she made a mistake. (to confess)
8. He usually _____ the truth. (to tell)
9. They _____ apples to make cider. (to press)
10. It _____ out easily. (to wash)

5. For each of the following verbs, underline the letter or letters representing the sound preceding the es ending, and then indicate the number of syllables in the verb. For example:

wishes ___
wishes 2

laces ___
laces 2

takes ___
takes 1

- | | | |
|----------------|---------------|---------------|
| 1. watches ___ | 2. teases ___ | 3. likes ___ |
| 4. rushes ___ | 5. faces ___ | 6. dines ___ |
| 7. misses ___ | 8. tames ___ | 9. scares ___ |

6. Change the following affirmative statements into questions. For example:

She walks to work.

Does she walk to work?

They take the bus.

Do they take the bus?

- | | |
|-------------------------|-------|
| 1. I hurry home. | |
| 2. He drives a truck. | |
| 3. You follow the news. | |
| 4. They want a pet. | |
| 5. She likes flowers. | |
| 6. We need tea. | |
| 7. She goes to school | |
| 8. He drinks coffee. | |
| 9. I learn quickly. | |
| 10. It rains heavily. | |

7. Change the affirmative statements given in Exercise 6 into negative statements.

For example:

She walks to work.

She does not walk to work.

They take the bus.

They do not take the bus.

- | | |
|-------------------------|-------|
| 1. I hurry home. | |
| 2. He drives a truck. | |
| 3. You follow the news. | |
| 4. They want a pet. | |
| 5. She likes flowers. | |
| 6. We need tea. | |
| 7. She goes to school | |
| 8. He drinks coffee. | |
| 9. I learn quickly. | |
| 10. It rains heavily. | |

Multiple Choice Questions

1. I _____ work at 8:30. My colleague _____ work at 9:00.
start / start starts / start
start / starts starts / starts
2. Janet _____ questions in meetings. You never _____ questions.
answer / answer answers / answer
answer / answers answers / answers
3. We usually _____ coffee. They usually _____ tea.
drink / drink drinks / drink
drink / drinks drinks / drinks
4. He _____ data in the mornings. She _____ data in the afternoons.
enter / enter enters / enter
enter / enters enters / enters
5. My boss _____ many presentations. I _____ few presentations.
make / make makes / make
make / makes makes / makes
6. Some companies _____ many faxes. Our company _____ few faxes.
send / send sends/ send
send / sends sends/ sends
7. They _____ many proposals. We _____ few proposals.
write / write writes / write
write / writes writes / writes
8. This team _____ many breaks. Those teams _____ few breaks.
take / take takes / take
take / takes takes / takes
9. I _____ on the phone every day. Larry and Frank _____ on the phone every hour.
talk / talk talks / talk
talk / talks talks / talks

Multiple Choice Questions

1. This company _____ software.
don't design don't designs
doesn't designs doesn't design
2. We _____ programs.
don't develop don't develops
doesn't develops doesn't develop
3. They _____ their service.
don't improve don't improves
doesn't improves doesn't improve
4. You _____ at a conference.
don't exhibit don't exhibits
doesn't exhibits doesn't exhibit
5. She _____ her products regularly.
don't promote don't promotes
doesn't promotes doesn't promote
6. Those companies _____ on TV.
don't advertise don't advertises
doesn't advertises doesn't advertise
7. Our competitor _____ products in the USA.
don't build don't builds
doesn't builds doesn't build
8. I _____ the test phase.
don't analyze don't analyzes
doesn't analyzes doesn't analyze
9. This product _____ color every year.
don't change don't changes doesn't changes doesn't change

Multiple Choice Questions

1. _____ candidates every day?

Evaluate you

Evaluates you

Do you evaluate

Does you evaluate

2. _____ someone a job usually?

Offer they

Offers they

Do they offer

Does they offer

3. _____ job requirements well?

Describe James

Describes James

Do James describe

Does James describe

4. _____ new applicants regularly?

Consider we

Considers we

Do we consider

Does we consider

5. _____ job offers regularly?

Decline applicants

Declines applicants

Do applicants decline

Does applicants decline

6. _____ resumes on file?

Keep the department

Keeps the department

Do the department keep

Does the department keep

7. _____ interviews himself?

Conduct Mr. Kemp

Conducts Mr. Kemp

Do Mr. Kemp conduct

Does Mr. Kemp conduct

8. _____ positions yearly?

Change employees

Changes employees

Do employees change

Does employees change

9. _____ vacancies often?

Have your company

Has your company

Do your company has

Does your company have

8. Change the affirmative statements given in Exercise 6 into negative questions. Give both the forms without contractions, and the forms with contractions. For example:

She walks to work.

Does she not walk to work?

Doesn't she walk to work?

They take the bus.

Do they not take the bus?

Don't they take the bus?

9. Add negative tag questions to the affirmative statements given in Exercise 6. Use contractions for the tag questions. For example:

She walks to work.

She walks to work, doesn't she?

They take the bus.

They take the bus, don't they?

EXERCISES ON SIMPLE PAST

1. Using the Simple Past tense, fill in the blanks with the correct forms of the verb to be. For example:

I ____ calm.

I was calm.

You ____ right.

You were right.

1. He _____ happy.

2. We _____ students.

3. They _____ ambitious.

4. You _____ clever.

5. It _____ hot.

6. I _____ busy.

7. We _____ patient.

8. She _____ eleven years old.

9. They _____ intelligent.

10. He _____ in a hurry.

2. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:

You were on time.

Were you on time?

You were not on time.

Were you not on time?

Weren't you on time?

You were on time, weren't you?

It was warm enough.

Was it warm enough?

It was not warm enough.

Was it not warm enough?

Wasn't it warm enough?

It was warm enough, wasn't it?

1. I was late.

3. He was an artist.

.....
.....

.....
.....

2. They were in a hurry.

4. We were right.

.....
.....

.....
.....

3. Paying attention to the correct spelling, fill in the blanks with the Simple Past of the regular verbs shown in brackets. For example:

It _____ raining. (to stop) I _____ myself. (to disguise)

It stopped raining.

I disguised myself.

1. She _____ through the book. (to flip)
2. We _____ the traffic. (to watch)
3. You _____ the flowers carefully. (to arrange)
4. He _____ about his success. (to brag)
5. They _____ sightseeing. (to enjoy)
6. He _____ us with pencils. (to supply)
7. I _____ the child. (to reassure)
8. We _____ for them. (to wait)
9. They _____ the books overseas. (to ship)
10. She _____ too much. (to worry)

4. Referring to the table of English irregular verbs if necessary, fill in the blanks with the Simple Past tense of the irregular verbs shown in brackets. For example:

They _____ a song. (to write) We _____ the floor. (to sweep)

They wrote a song.

We swept the floor.

1. She _____ the dishes. (to do)
2. They _____ for a walk. (to go)
3. He _____ his time. (to take)
4. I _____ the beds. (to make)
5. They _____ to catch the bus. (to run)
6. She _____ up quickly. (to get)
7. You _____ the coffee. (to drink)
8. We _____ soundly. (to sleep)
9. He _____ his books. (to forget)
10. I _____ the house. (to leave)

5. Paying attention to the correct forms of the bare infinitives, change the following affirmative statements into questions. For example:

He lifted the suitcase.

Did he lift the suitcase?

I paid the rent.

Did I pay the rent?

1. She hurried to school.
2. They carried the parcels.
3. You closed the door.
4. I plugged in the lamp.
5. They planned the party.
6. We taught the class.
7. She told a story.

Money ruins character

6. Paying attention to the correct forms of the bare infinitives, change the following affirmative statements into negative statements. For example:

I scanned the newspaper. They flew to Toronto.
I did not scan the newspaper. They did not fly to Toronto.

1. We enjoyed ourselves.
2. She pinned on the brooch.
3. I fanned myself.
4. They emptied their pockets.
5. You replied at once.
6. He went to work.
7. We swam across the river.
8. They took the bus.
9. I shut the windows.
10. You ran fast.

7. Paying attention to the correct forms of the bare infinitives, change the following affirmative statements into negative questions. Give both the forms without contractions and the forms with contractions. For example:

You walked quickly. He burst the balloon.
Did you not walk quickly? Did he not burst the balloon?
Didn't you walk quickly? Didn't he burst the balloon?

1. You watched the game.
2. I climbed the ladder.
3. We pleased the visitors.
4. They canned the peaches.....
5. He received the letter.
6. You saw the fireworks.
7. It cost five dollars.
8. She hit the ball.
9. He did his homework.
10. They cut the ribbon.

8. Rewrite the following sentences, changing the underlined verbs from the Simple Past to the form with used followed by the infinitive. For example:

They took the bus. She traveled every year.
They used to take the bus. She used to travel every year.

1. It snowed heavily.
2. I came often.
3. We were neighbors.
4. He wrote many letters.
5. They walked to work.

EXERCISES ON FUTURE TENSES

1. Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Simple Future of the verbs shown in brackets. For example:

I _____. (to agree) You _____ the results. (to publish)
I shall agree or I will agree. You will publish the results.

1. We _____. (to succeed)
2. They _____ the site. (to excavate)
3. He _____ the situation. (to study)
4. We _____. (to hurry)
5. I _____ soon. (to follow)
6. It _____ a surprise. (to be)
7. He _____ us. (to remind)
8. She _____ tomorrow. (to depart)
9. I _____ here. (to remain)
10. They _____ university. (to enter)

2. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:

She will notice us.
Will she notice us?
She will not notice us.
Will she **not** notice us?
Won't she notice us?
She will notice us, **won't she?**

- | | |
|--|---|
| <p>1. You will wash the windows.
.....
.....
.....
.....
.....</p> <p>2. They will help you.
.....
.....
.....
.....
.....</p> | <p>3. She will help you
.....
.....
.....
.....
.....</p> <p>4. We will buy a car
.....
.....
.....
.....
.....</p> |
|--|---|

To err is human; to forgive, divine

3. Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Simple Future of the verbs shown in brackets. Use shall in the first person for questions in which a request for permission is implied. For example:

I _____ out soon. (to go) _____ we _____ now? (to leave)
I shall go out soon. or I will go out soon. Shall we leave now?

_____ they _____ France? (to visit) It _____ not _____ long. (to take)
Will they visit France? It will not take long.

1. We _____ you at the museum. (to meet)
2. _____ you _____ me a pen? (to lend)
3. _____ they not _____ the competition? (to win)
4. She _____ not _____ to come. (to forget)
5. _____ he not _____ the boat? (to sail)
6. You _____ the expedition. (to enjoy)
7. _____ I _____ this? (to order)
8. _____ you not _____ for me? (to wait)
9. We _____ not _____ late. (to be)
10. He _____ us the news. (to send)
11. I _____ not _____ my way. (to lose)
12. _____ they _____ the program? (to watch)

4. Using the Simple conjugation which expresses determination and compulsion, fill in the blanks with the verbs shown in brackets. For example:

We _____ the exam. (to pass)
We will pass the exam.

You _____ the work on time. (to finish)
You shall finish the work on time.

1. They _____ the tickets. (to buy)
2. I _____ home. (to go)
3. He _____ our guide. (to be)
4. You _____ with me. (to come)
5. I _____ it. (to remember)
6. She _____ us. (to call)
7. We _____ the money. (to earn)
8. They _____ us. (to respect)
9. I _____ you. (to help)
10. It _____ not _____ us. (to hinder)
11. We _____ it. (to find)
12. You _____ not _____ it. (to regret)

Fill in the Blank Questions

1. Use the verb to **go**: On our next business trip we..... to Chicago.
2. Use the verb to **travel**: Next month my boss..... to Russia.
3. Use the verb to **stay**: Next week we..... at the Sheraton hotel.
4. Use the verb to **fly**: Tomorrow my colleague..... to New York.
5. Use the verb to **visit**: Tom our headquarters..... next week.
6. Use the verb to **drive**: On our next business trip we..... to our destination.
7. Use the verb to **take**: Next Tuesday I..... the train to Boston.
8. Use the verb to **reserve**: In the morning I..... a hotel room in Seattle.
9. Use the verb to **return**: My colleague and I..... from our business trip on Tuesday.
10. Use the verb to **depart**: Our team.....for Tokyo next week

Please use the negative of the following verbs.

1. retire: My boss.....next year.
2. work: My colleague..... after retiring.
3. offer: Our company..... early retirement after next month..
4. discuss: At the next meeting we..... retirement benefits.
5. have: Next month their group..... as many people as now.
6. give: Next year this company..... employees golden handshakes.
7. leave: We..... this company soon.
8. move:My colleague to Florida when she retires.
9. complete:Sam and Helen this project before they retire.
10. play: My spouse and IBingo when we retire.

Fill in the Blank Questions

1. Please make a question with you and the verb to buy:
.....a new computer next year?
2. Please make a question with we and the verb to download:
.....a new program tomorrow?
3. Please make a question with he and the verb to update:
.....the software next week?
4. Please make a question with they and the verb to start:
.....their computers tomorrow morning?
5. Please make a question with “the computer” and the verb to crash:
.....tomorrow?
6. Please make a question with you and the verb to work:
.....with computers in the future?
7. Please make a question with we and the verb to need:
.....a new computer soon?
8. Please make a question with “this program” and the verb to require:
.....more memory in the future?
9. Please make a question with “this software” and the verb to be:
.....out-of-date next year?
10. Please make a question with you and the verb to write:
.....a new software program soon?

5. The following sentences refer to future events. Complete each sentence by filling in the blank with the correct form of the Present Continuous tense of to go, followed by the infinitive of the verb shown in brackets. For example:

She _____ swimming. (to teach)
She is going to teach swimming.

____ we _____ home? (to walk)
Are we going to walk home?

He __ not _____ us. (to find)
He is not going to find us.

1. _____ he _____ horseback riding? (to learn)
2. I _____ the windows. (to wash)
3. _____ you _____ with us? (to come)
4. It _____ not _____ cold tonight. (to be)
5. _____ he not _____ the letter? (to answer)
6. We _____ to the library. (to go)
7. _____ she _____ a sweater? (to buy)
8. _____ you not _____ us? (to call)
9. I _____ not _____ late. (to stay)
10. They _____ supper. (to cook)

6. Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Future Continuous of the verbs shown in brackets. For example:

We _____ you tomorrow. (to see)
We shall be seeing you tomorrow. or We will be seeing you tomorrow.

He _____ school next year. (to attend)
He will be attending school next year.

1. You _____ with us. (to come)
2. It _____ warmer. (to grow)
3. They _____ new furniture. (to buy)
4. She _____ the clock. (to watch)
5. I _____ downtown. (to go)
6. You _____ the cake. (to cut)
7. They _____ the newspaper. (to read)
8. We _____ the museum. (to visit)

Clothes make the man

7. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:

- They will be serving the dessert.
- Will they be serving the dessert?
- They will not be serving the dessert.
- Will they not be serving the dessert?
- Won't they be serving the dessert?
- They will be serving the dessert, won't they?

- | | |
|-----------------------------|------------------------------|
| 1. He will be needing this. | 2. They will be living here. |
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8. Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Future Continuous of the verbs shown in brackets. For example:

I _____ soon. (to leave)
I shall be leaving soon. or I will be leaving soon.

_____ you _____ coffee? (to make)
Will you be making coffee?

He _____ not _____ the bus. (to use)
He will not be using the bus.

- 1. He _____ a new language. (to learn)
- 2. _____ she _____ help? (to need)
- 3. _____ you not _____ your jacket? (to mend)
- 4. He _____ not _____ here. (to stay)
- 5. _____ we not _____ them a card? (to mail)
- 6. They _____ the telephone. (to answer)
- 7. _____ you _____ downtown? (to go)
- 8. I _____ not _____ at the school. (to stop)
- 9. _____ she not _____ a trip? (to plan)
- 10. I _____ the arrangements. (to make)
- 11. They _____ not _____ tired. (to feel)
- 12. _____ we _____ at the library? (to meet)

9. Using either the auxiliary shall or the auxiliary will for the first person, fill in the blanks with the Future Perfect of the verbs shown in brackets. For example:

She _____ by then. (to arrive)
She will have arrived by then.

We _____ everyone. (to meet)
We shall have met everyone or We will have met everyone.

1. You _____ the advertisement. (to study)
2. He _____ the newspapers. (to scan)
3. I _____ here for five years. (to be)
4. They _____ the proposal. (to consider)
5. It _____ raining by tomorrow. (to stop)
6. You _____ your plans. (to make)
7. I _____ the flowers. (to pick)
8. They _____ their minds. (to change)

EXERCISES ON PRESENT CONTINUOUS TENSE

1. Using the Present Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:

He _____ hard. (to work)

He is working hard.

We _____ anxious. (to feel)

We are feeling anxious.

1. I _____ the questions. (to answer)
2. You _____ boots. (to wear)
3. We _____ for work. (to look)
4. She _____ her friend. (to call)
5. He _____ a house. (to build)
6. They _____ supper. (to cook)
7. We _____ a story. (to tell)
8. You _____ for the bus. (to wait)
9. I _____ a book. (to read)
10. They _____ berries. (to pick)

2. Using the Present Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:

They _____ the lemons. (to squeeze)

They are squeezing the lemons.

It _____ on the sidewalk. (to lie)

It is lying on the sidewalk.

I _____ the groceries. (to carry)

I am carrying the groceries.

1. She _____ a letter. (to write)
2. They _____ about it. (to worry)
3. He _____ jam. (to make)
4. It _____. (to die)
5. We _____ to school. (to hurry)
6. She _____ us to do it. (to dare)
7. You _____ on the blanket. (to lie)
8. He _____ the problem. (to solve)
9. I _____ now. (to leave)
10. They _____ to help us. (to try)

Idleness breeds vice

3. Using the Present Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:

We _____ to come. (to plan)

We are planning to come.

They _____ the lawn. (to mow)

They are mowing the lawn.

It _____ . (to rain)

It is raining.

1. I _____ the grass. (to cut)
2. It _____ downstream. (to float)
3. They _____ the game. (to win)
4. We _____ the present. (to wrap)
5. She _____ lettuce. (to grow)
6. He _____ for us. (to look)
7. I _____ a sweater. (to knit)
8. They _____ wood. (to saw)
9. She _____ the windows. (to clean)
10. We _____ the floor. (to scrub)
11. I _____ the toaster. (to fix)
12. He _____ his coffee. (to sip)
13. They _____ the hedge. (to trim)
14. You _____ the ducks. (to feed)
15. She _____ her head. (to nod)

4. Each of the following sentences is preceded by a bare infinitive, the most heavily stressed syllable of which is underlined. Paying attention to whether or not the final consonant should be doubled before ing is added, fill in the blanks with the present participles corresponding to the bare infinitives. Use the American spelling for verbs ending in l. For example:

whisper: They are _____ to their friends.

They are whispering to their friends.

refer: I was _____ to your letter.

I was referring to your letter.

1. open: I am _____ the door.
2. display: She is _____ her talents.
3. submit: He is _____ his report tomorrow.
4. limit: The store is _____ the number of items on sale.

Idleness is the devil's workshop

- 5. permit: We are not _____ him to go.
- 6. sharpen: They are _____ the pencils.
- 7. confer: She is _____ with her colleagues.
- 8. focus: He is _____ the camera.
- 9. repel: They are _____ the attack.
- 10. shovel: I am _____ the steps.
- 11. destroy: Hail is _____ the crops.
- 12. dispel: They are _____ our doubts.
- 13. squander: He is _____ his money.
- 14. prefer: We are _____ our new school to the old one.
- 15. color: The child is _____ the picture.
- 16. unravel: We are _____ the wool.
- 17. propel: Jet engines are _____ the plane.
- 18. flower: The pansies are _____
- 19. infer: They are _____ that we do not want to come.

5. Change the following affirmative statements into questions.

For example:

It is snowing.

Is it snowing?

They are being cautious.

Are they being cautious?

- 1. I am learning English.
- 2. You are carrying a parcel.
- 3. It is growing colder.
- 4. We are living in Halifax.
- 5. They are running a race.
- 6. He is drinking coffee.
- 7. She is shopping for presents.
- 8. I am cleaning the window.
- 9. We are buying pencils.
- 10. They are playing football.

6. Change the affirmative statements given in Exercise 5 into negative statements.

For example:

It is snowing.

It is not snowing.

They are being cautious.

They are not being cautious.

7. Change the affirmative statements given in Exercise 5 into negative questions. Except when the subject of the verb is I, write both the form without contractions and the form with contractions.

For example:

It is snowing.

Is it not snowing?

Isn't it snowing?

They are being cautious.

Are they not being cautious?

Aren't they being cautious?

8. Add negative tag questions to the affirmative statements given in Exercise 5. Except when the subject of the verb is I, use contractions for the tag questions. For example:

It is snowing.

It is snowing, isn't it?

They are being cautious.

They are being cautious, aren't they?

9. For each of the following sentences, determine whether the Simple Present tense or the Present Continuous tense is more appropriate, and fill in the blank with the correct form of the verb given in brackets.

For example:

Right now, he _____ ridiculous. (to be)

Right now, he is being ridiculous.

She _____ to Sydney every weekend. (to drive)

She drives to Sydney every weekend.

1. At the moment, I _____ supper. (to cook)
2. He _____ the paper every weekday. (to read)
3. We _____ right now. (to study)
4. She _____ every day. (to study)
5. Now it _____. (to rain)
6. They _____ to Mexico every year. (to travel)
7. Just now we _____ the shopping. (to do)
8. She always _____ correctly. (to answer)
9. You _____ never late. (to be)
10. Now I _____ to the radio. (to listen)

EXERCISES ON PAST CONTINUOUS

1. Using the Past Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:

I _____ a salad. (to make)

I was making a salad.

They _____ to find some boots. (to try)

They were trying to find some boots.

1. He _____ a book. (to read)
2. We _____ money. (to save)
3. She _____ school. (to attend)
4. It _____ . (to thunder)
5. They _____ for the exam. (to study)
6. We _____ ourselves. (to sun)
7. They _____ their way. (to lead)
8. You _____ by bus. (to leave)
9. We _____ through the snow. (to plod)
10. You _____ your goals. (to attain)

2. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:

You were learning French.

Were you learning French?

You were not learning French.

Were you not learning French?

Weren't you learning French?

You were learning French, weren't you?

1. We were starting a business.

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3. He was singing.

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2. She was waiting outside.

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I was walking to school

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3. Using the Past Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:

_____ you _____ last night? (to work)

Were you working last night?

It ___ not _____. (to rain)

It was not raining.

They _____ home. (to hurry)

They were hurrying home.

1. We _____ for the test. (to prepare)
2. _____ she _____ notes? (to take)
3. I _____ not _____ long. (to wait)
4. They _____ at Woolco. (to shop)
5. _____ it not _____ outside? (to freeze)
6. She _____ on Almond Street last year. (to live)
7. _____ you _____ supper when the phone rang? (to eat)
8. He _____ asleep by the time the lesson ended. (to fall)
9. _____ we not _____ the next chapter? (to discuss)
10. They _____ their books away, when their friends arrived. (to put)

EXERCISES ON PRESENT PERFECT

1. Using the Present Perfect tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:

We _____ the contest. (to enter)

He _____ the work. (to finish)

We **have entered** the contest.

He **has finished** the work.

1. They _____ a pizza. (to order)
2. It _____ to rain. (to start)
3. You _____ the question. (to answer)
4. I _____ the eggs. (to cook)
5. We _____ the sauce. (to heat)
6. He _____ the room. (to clean)
7. She _____ the car. (to start)
8. They _____ on the door. (to knock)
9. You _____ on the lights. (to turn)
10. She _____ them to come. (to ask)

2. Rewrite the following sentences, using the contracted form of the auxiliary to have. For example:

It has started.
It's started.

We have telephoned.
We've telephoned.

- | | |
|-------------------------|-------|
| 1. I have agreed. | |
| 2. You have moved. | |
| 3. He has looked. | |
| 4. We have argued. | |
| 5. They have explained. | |
| 6. You have waited. | |
| 7. She has answered. | |
| 8. We have finished. | |
| 9. It has cooled. | |
| 10. I have ordered. | |

3. Paying attention to the spelling of the past participles, fill in the blanks using the Present Perfect tense of the regular verbs shown in brackets. For example:

She _____ hard. (to try)

She has tried hard.

He _____ his friend. (to annoy)

He has annoyed his friend.

1. We _____ them. (to envy)
2. She _____ the clarinet for five years. (to play)
3. You _____ for the job. (to apply)
4. We _____ the eggs. (to fry)
5. They _____ six people. (to employ)
6. He _____ the wall with paint. (to spray)
7. I _____ home. (to hurry)
8. They _____ unusual intelligence. (to display)
9. It _____ our chances. (to destroy)
10. You _____ on your bicycle. (to rely)

Still waters run deep

4. Paying attention to the spelling of the past participles, fill in the blanks using the Present Perfect tense of the regular verbs shown in brackets. For example:

He _____ the child. (to scare)

They _____ the hillside. (to scar)

He has scared the child.

They have scarred the hillside.

1. She _____ . (to apologize)
2. I _____ the soup. (to stir)
3. It _____ . (to stop)
4. We _____ what happened. (to explain)
5. They _____ a concert. (to plan)
6. You _____ the table. (to wipe)
7. We _____ our hopes on you. (to pin)
8. She _____ the choir. (to join)
9. They _____ an eagle. (to spot)
10. It _____ every day. (to rain)

5. Keeping in mind that the ending ed forms a separate syllable only when it follows the letter d or t, indicate the number of syllables in each of the following past participles. Read each of the the past participles aloud. For example:

__ pained

1 pained

__ painted

2 painted

- | | | |
|----------------|-----------------|-----------------|
| 1. ___ waited | 8. ___ warned | 15. ___ passed |
| 2. ___ wailed | 9. ___ raced | 16. ___ patted |
| 3. ___ pinned | 10. ___ rated | 17. ___ raided |
| 4. ___ printed | 11. ___ joined | 18. ___ rained |
| 5. ___ acted | 12. ___ jumped | 19. ___ stared |
| 6. ___ added | 13. ___ folded | 20. ___ started |
| 7. ___ wanted | 14. ___ frowned | |

6. Referring to the table of [irregular verbs](#) if necessary, fill in the blanks with the Present Perfect tense of the irregular verbs shown in brackets. For example:

They _____ tall. (to grow) He _____ it. (to choose)
They **have grown** tall. He **has chosen** it.

1. We _____ lunch. (to eat)
2. I _____ the floor. (to sweep)
3. She _____ in a choir. (to sing)
4. They _____ to work. (to go)
5. You _____ your way. (to lose)
6. He _____ earlier than usual. (to rise)
7. We _____ to everyone. (to speak)
8. I _____ the kingfisher. (to see)
9. They _____ each other a long time. (to know)
10. She _____ here from France. (to fly)
11. He _____ very helpful. (to be)
12. I _____ the blue cloth. (to cut)
13. We _____ two letters. (to write)
14. They _____ the competition. (to win)
15. She _____ no one. (to tell)
16. It _____ a long time. (to take)
17. You _____ to do it. (to forget)
18. I _____ it. (to hear)
19. They _____ town. (to leave)
20. He _____ the problem. (to understand)

7. Following the model of the examples, rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:

I have read this book.	1. They have eaten the cookies.
Have I read this book?
I have not read this book.
Have I not read this book?
Haven't I read this book?
I have read this book, haven't I?

He has found the answer.	2. She has told the truth.
Has he found the answer?
He has not found the answer.
Has he not found the answer?
Hasn't he found the answer?
He has found the answer, hasn't he?

3. He has run fast.	4. We have watered the plants.
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EXERCISE ON PAST PERFECT TENSE

1. Using the Past Perfect tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:

I _____ the parcel. (to open)	They _____ to the opera. (to be)
I had opened the parcel.	They had been to the opera.

1. She _____ a sweater. (to buy)
2. He _____ to work. (to start)
3. You _____ the message. (to understand)
4. We _____ the appointment. (to forget)
5. They _____ us. (to convince)
6. She _____ the book. (to find)
7. He _____ the envelope. (to tear)
8. You _____ your breakfast. (to finish)
9. We _____ to school. (to go)
10. They _____ the beds. (to make)

Don't be foolish

2. Using the Past Perfect tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:

He _____ hard. (to practise) ___ they ___ a good job? (to do)
He had practised hard. Had they done a good

I ___ not _____ the news. (to hear)
I had not heard the news.

1. You _____ it carefully.(to consider)
2. She _____ her way in the woods. (to lose)
3. _____ he not _____ his hands? (to wash)
4. _____ they _____ the letter? (to read)
5. I _____ not _____ the words. (to forget)
6. We _____ to come even before we received the letter. (to decide)
7. _____ he not _____ everything well? (to organize)
8. They _____ not _____ a holiday in a long time. (to have)
9. She _____ to talk to us. (to stop)
10. He _____ not yet _____. (to arrive)
11. _____ you _____ to meet him? (to plan)
12. I _____ not _____ her for a long time. (to see)

3. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:

He had attended the concert.
Had he attended the concert?
He had not attended the concert.
Had he not attended the concert?
Hadn't he attended the concert?
He had attended the concert, hadn't he?

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| 1. You had entered the contest.
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..... | 2. I had wanted to come.
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| 3. We had arrived on time.
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..... | 4. She had gone to Colombo.
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Finish what you start

EXERCISE ON PRESENT PERFECT CONTINUOUS

1. Paying attention to the spelling of the present participles, fill in the blanks using the correct forms of the verbs shown in brackets. For example:

I _____ all night. (to work)

I have been working all night.

She _____ the trumpet. (to practise)

She has been practising the trumpet.

1 We _____ for you. (to wait)

2. They _____ a race. (to run)

3. He _____ a book. (to read)

4. You _____ a letter. (to write)

5. I _____ the table. (to set)

6. It _____ for hours. (to rain)

7. We _____ here for three years. (to live)

8. She _____ to us. (to speak)

9. You _____ presents. (to buy)

10. They _____ a trip. (to plan)

2. Following the model of the example, rewrite the following two affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions. For example:

They have been enjoying themselves.

Have they been enjoying themselves?

They have not been enjoying themselves.

Have they not been enjoying themselves?

Haven't they been enjoying themselves?

They have been enjoying themselves, haven't they?

1. It has been snowing.

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2. You have been visiting your friends.

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1. We _____ the grass. (to cut)

2. You _____ at the photographs. (to look)

3. They _____ you the letters. (to give)

4. He _____ for us. (to wait)

5. She _____ a business. (to run)

People who live in glass houses shouldn't throw stones

6. It _____ all night. (to rain)
7. We _____ them. (to encourage)
8. You _____ on the beach. (to lie)
9. They _____ the sauce. (to taste)
10. He _____ behind. (to lag)

EXERCISE ON PAST PERFECT CONTINUOUS

1. Using the Past Perfect Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:

We _____ for an apartment. (to search)

We had been searching for an apartment.

She _____ extra courses. (to take)

She had been taking extra courses.

1. We _____ for you. (to wait)
2. They _____ a race. (to run)
3. He _____ a book. (to read)
4. You _____ a letter. (to write)
5. I _____ the table. (to set)
6. It _____ for hours. (to rain)
7. We _____ here for three years. (to live)
8. She _____ to us. (to speak)
9. You _____ presents. (to buy)
10. They _____ a trip. (to plan)

2. Rewrite the following affirmative statements as questions, negative statements, negative questions without contractions, negative questions with contractions, and affirmative statements followed by negative tag questions.

For example:

She had been keeping a diary.

Had she been keeping a diary?

She had not been keeping a diary.

Had she not been keeping a diary?

Hadn't she been keeping a diary?

She had been keeping a diary, hadn't she?

1. We had been raking the leaves.
2. You had been visiting your cousins.
3. They had been swimming in the lake.

3. Using the Past Perfect Continuous tense, fill in the blanks with the correct forms of the verbs shown in brackets. For example:

We _____. (to argue)

We had been arguing.

_____ he _____ well? (to feel)

Had he been feeling well?

I ____ not _____ much walking. (to do)

I had not been doing much walking.

1. You _____ the stove. (to clean)
2. She _____ not _____ regularly. (to come)
3. _____ they not _____ on you? (to count)
4. We _____ for shoes. (to look)
5. _____ it not _____ that day? (to snow)
6. I _____ for groceries. (to shop)
7. _____ he not _____ to the news? (to listen)
8. They _____ not _____ to drive far. (to intend)
9. _____ we _____ on time? (to leave)
10. _____ you _____ that? (to expect)
11. They _____ television. (to watch)
12. He _____ not _____ long when the bus arrived. (to wait)

EXERCISE ON MIXED TENSES

1. For each of the following sentences, paying attention to whether the underlined auxiliary is a form of to be, to do or to have, fill in the blank with the bare infinitive, present participle, or past participle of the verb given in brackets, as appropriate. Refer if necessary to the table summarizing the formation of the English present and past tenses. For example:

He was _____ medicine. (to study)

He was studying medicine.

You have _____ the food. (to bring)

You have brought the food.

We had been _____ a long time. (to wait)

We had been waiting a long time.

Does she _____ classical music? (to like)

Does she like classical music?

Tit for tat

1. She was _____ a picture. (to draw)
2. We have _____ our homework. (to finish)
3. I have been _____ for an opportunity. (to wait)
4. Do you _____ a bicycle? (to own)
5. We are _____ coffee. (to drink)
6. Did he _____ the book? (to enjoy)
7. They were _____ us. (to expect)
8. You had _____ a job. (to find)
9. He is _____ the truth. (to tell)
10. It had been _____ all morning. (to snow)
11. We had _____ the window. (to open)
12. I am _____ potatoes. (to peel)
13. You did not _____ my letter. (to answer)
14. It does not _____. (to matter)
15. I have _____ this movie before. (to see)

2. Make the following statements emphatic. For example:

He likes cats.	You have finished.
He does like cats.	You have finished.

They were here.	We are not ready.
They were here.	We are not ready.

- | | |
|-------------------------------------|-------|
| 1. I enjoy reading. | |
| 2. They do not like music. | |
| 3. It snowed. | |
| 4. I have found my pen. | |
| 5. She cooks well. | |
| 6. You were listening to the radio. | |
| 7. They found the answer. | |
| 8. He was right. | |
| 9. She understands. | |
| 10. They had locked the door. | |
| 11. He did not arrive late. | |
| 12. You ran fast. | |

The Formation of the Indicative Mood of the Passive Voice

Tense	Auxiliary	Verb Form
Simple Present	am/is/are	past participle
Present Continuous	am/is/are being	past participle
Present Perfect	have/has been	past participle
Simple Past	was/were	past participle
Past Continuous	was/were being	past participle
Past Perfect	had been	past participle
Simple Future	will (shall)	be past participle
Future Perfect	will (shall) have been	past participle

THE VERB TO BE AND THE PASSIVE VOICE OF THE VERB TO SHOW

Simple Present	Simple Present
I am	I am shown
You are	You are shown
He is	He is shown
She is	She is shown
It is	It is shown
We are	We are shown
They are	They are shown

An old broom knows the dirty corners best

Present Continuous	Present Continuous
I am being	I am being shown
You are being	You are being shown
He is being	He is being shown
She is being	She is being shown
It is being	It is being shown
We are being	We are being shown
They are being	They are being shown
Present Perfect	Present Perfect
I have been	I have been shown
You have been	You have been shown
He has been	He has been shown
She has been	She has been shown
It has been	It has been shown
We have been	We have been shown
They have been	They have been shown
Present Perfect Continuous	Present Perfect Continuous
I have been being	I have been being shown
You have been being	You have been being shown
He has been being	He has been being shown
She has been being	She has been being shown
It has been being	It has been being shown
We have been being	We have been being shown
They have been being	They have been being shown

Simple Past	Simple Past
I was	I was shown
You were	You were shown
He was	He was shown
She was	She was shown
It was	It was shown
We were	We were shown
They were	They were shown
Past Continuous	Past Continuous
I was being	I was being shown
You were being	You were being shown
He was being	He was being shown
she was being	She was being shown
It was being	It was being shown
We were being	We were being shown
They were being	They were being shown
Past Perfect	Past Perfect
I had been	I had been shown
You had been	You had been shown
He had been	He had been shown
She had been	She had been shown
It had been	It had been shown
We had been	We had been shown
They had been	They had been shown

Watching is a part of good play

Past Perfect Continuous	Past Perfect Continuous
I had been being	I had been being shown
You had been being	You had been being shown
He had been being	He had been being shown
She had been being	She had been being shown
It had been being	It had been being shown
We had been being	We had been being shown
They had been being	They had been being shown
Simple Future	Simple Future
I will (shall) be	I will (shall) be shown
You will be	You will be shown
He will be	He will be shown
She will be	She will be shown
It will be	It will be shown
We will (shall) be	We will (shall) be shown
They will be	They will be shown
Future Continuous	Future Continuous
I will (shall) be being	I will (shall) be being shown
you will be being	you will be being shown
he will be being	he will be being shown
she will be being	she will be being shown
it will be being	it will be being shown
we will (shall) be being	we will (shall) be being shown
they will be being	they will be being shown

Future Perfect	Future Perfect
I will (shall) have been	I will (shall) have been shown
You will have been	You will have been shown
He will have been	He will have been shown
She will have been	She will have been shown
It will have been	It will have been shown
We will (shall) have been	We will (shall) have been shown
They will have been	They will have been shown
Future Perfect Continuous	Future Perfect Continuous
I will (shall) have been being	I will (shall) have been being shown
You will have been being	you will have been being shown
He will have been being	he will have been being shown
she will have been being	she will have been being shown
It will have been being	it will have been being shown
we will (shall) have been being	we will (shall) have been being shown
they will have been being	they will have been being shown

Don't count your chickens before they are hatched

1. SIMPLE PRESENT

CHANGE THE FOLLOWING INTO PASSIVE VOICE

1. We speak English
.....
2. He doesn't play tennis
.....
3. They don't read newspapers
.....
4. My mother cooks our food.
.....
5. Sri Lanka exports tea and rubber.
.....
6. Children eat chocolates.
.....
7. Carpenters make furniture.
.....
8. Doctors treat patients.
.....
9. Does Ajith help Rani. ?
.....
10. Sri Lanka grows rice.
.....

2. Use the **VERBS** in the following list to fill the blanksentences below. All the sentences are **PASSIVE**.

catch, examine, give, write, throw, sell,
buy, grow, make, kill, drink, eat.

1. Patientsthe doctors.
2. Cheesein Kotmale farm.
3. Bagsby the security officers.
4. Tea.....in Sri Lanka.
5. Coffee.....by us.
6. Riceby us.
7. Ratsby cats?
8. Coconutsby them.
9. A letter.....by him.
10. Thieves.....by the police.

3. SIMPLE PAST

CHANGE THE FOLLOWING INTO PASSIVE VOICE

1. Sarath shut the door
.....
2. Marconi invented Radio
.....
3. The waiter stole my watch
.....
4. The principal questioned him.
.....
5. The chairman opened the hall.
.....

4. Use the **VERBS** in the following list to fill the blanksentences below. All the sentences are **PASSIVE**.

build, arrest, break, tear, open, discover, polish, cut, invent, lose, repair, ask, sweep, brush, give.

1. This building.....in 1990.
2. The windowby him.
3. The shoesby me.
4. America.....by Columbus.
5. The roomby Rani.
6. The radioby Raja.
7. The treesby them.
8. The thievesby the police.
9. The door.....by Geetha.
10. The alms giving.....by us.

5. SIMPLE FUTURE.

CHANGE THE FOLLOWING INTO PASSIVE VOICE

1. I shall buy saree next week
.....
2. He will help you.
.....
3. They will bring them next Monday.
.....
4. She will write a letter.
.....
5. Geetha will make a frock.

There is nothing sharper than a woman's tongue

6. Use the **VERBS** in the following list to fill the blank sentences below. All the sentences are **PASSIVE**.

complete, arrest, break, tear, open, write
cut, invent, lose, repair, ask, sweep, brush, give,
poish.

- 1. The building.....in 2005
2. The windowby him.
3. The shoesby me.
4. A letter.....by her.
5. The roomby Rani.
6. The radioby Raja.
7. The treesby them.
8. The thievesby the police.
9. The door.....by Geetha.
10. The alms giving.....by us.

7. PRESENT CONTINUOUS

CHANGE THE FOLLOWING INTO PASSIVE VOICE.

- 1. He is eating an orange.
2. She is shaking the table
3. They are learning French.
4. We are feeding the chickens.
5. They are playing football.
6. Rani is sweeping the room.
7. He is hitting a small boy.
8. I am riding a bicycle
9. What are they holding a meeting?
10. What is she writing ?

8. PAST CONTINUOUS

CHANGE THE FOLLOWING INTO PASSIVE VOICE.

- 1. He was eating apple
2. She was shaking the table
3. They were learning English and French
4. We were feeding our pets.
5. They were playing football.
6. Rani was sweeping the rooms.
7. He was hitting a small boy.
8. I was riding a motorcycle
9. They were holding a meeting.
10. She was writing her notes.
11. Geetha was making a clay pot.
12. Rani was buying vegetables.
13. What was he doing?
14. What was he making?
15. What was he writing?

9. PRESENT PERFECT

CHANGE THE FOLLOWING INTO PASSIVE VOICE.

- 1. They have eaten lunch.
2. She has eaten too much.
3. We have posted the parcels.
4. I have forgotten your name.
5. She has bought sarees.

8.PAST PERFECT

CHANGE THE FOLLOWING INTO PASSIVE VOICE.

- 1.They had eaten lunch
.....
- 2.She had done a mistake
.....
- 3.We had posted the parcels.
.....
- 4.He had written a letter
.....
- 5.She had bought a saree.
.....

11.FUTURE PERFECT

CHANGE THE FOLLOWING INTO PASSIVE VOICE.

- 1.They will have eaten lunch.
.....
- 2.She will have brought them.
.....
- 3.We shall have posted the parcels.
.....
- 4.I will have learnt English
.....
- 5.She will have bought a saree.
.....

11.WRITE 10 PASSIVE VOICE SENTENCES.

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

Complete the sentences

1. Microsoft was

- a) invented in Lyon, France. b) founded by Bill Gates.
c) bought by Rupert Murdoch. d) written by Elton John.

2. Television was

- a) invented in Lyon, France. b) written by Charles Dickens.
c) won by England. d) invented by John Logie Baird.

3. Penicillin was

- a) discovered by Alexander Fleming b) written by Charles Dickens.
c) bought by Rupert Murdoch. d) founded by Lord Reith.

4. America was

- a) invented in Lyon, France. b) written by Charles Dickens.
c) won by England. d) discovered by Christopher Columbus.

5. The BBC was

- a) invented in Lyon, France. b) founded by Lord Reith.
c) bought by Rupert Murdoch. d) written by Elton John.

6. The Times was

- a) bought by Rupert Murdoch. b) written by Charles Dickens.
c) won by England. d) written by Elton John.

7. The cinema was

- a) written by Elton John. b) written by Charles Dickens.
c) won by England. d) invented in Lyon, France.

8. David Copperfield was

- a) written by Elton John. b) written by Charles Dickens.
c) won by England. d) discovered by Christopher Columbus.

9. The 1966 World Cup was

- a) written by Elton John. b) discovered by Alexander Fleming
c) won by England. d) founded by Lord Reith.

Rewrite the sentences using a passive form.

1. IFL bought Nessafe.

- a) Nessafe had been bought by IFL.
- b) Nessafe was bought by IFL.
- c) Nessafe is bought by IFL.

2. Fred asked Simon.

- a) Simon was asked by Fred.
- b) Simon had been asked by Fred
- c) Simon is asked by Fred.

3. Caroline paid for the meal.

- a) The meal is paid for by Caroline.
- b) The meal has been paid for by Caroline.
- c) The meal was paid for by Caroline

4. Harry will meet you at the airport.

- a) You will have been met by Harry at the airport.
- b) You will be met by Harry at the airport.
- c) You would be met by Harry at the airport.

5. Tom respects Lindsay's opinion.

- a) Lindsay's opinion would be respected by Tom.
- b) Lindsay's opinion was respected by Tom.
- c) Lindsay's opinion is respected by Tom.

6. Jane upset me by what she said.

- a) I would be upset by what Jane said.
- b) I was upset by what Jane said.
- c) I would have been upset by what Jane said.

7. I'm going to inform John later today.

- a) John would be informed by me later today.
- b) John was informed by me later today.
- c) John is going to be informed by me later today.

8. The police arrested 12 people.

- a) 12 people were arrested by the police.
- b) 12 people have been arrested by the police.
- c) 12 people should be arrested by the police.

9. Shiela might come to see you tomorrow.

- a) You might be visited by Shiela tomorrow.
- b) You will might be visited by Shiela tomorrow.
- c) You would be visited by Shiela tomorrow.

10. Frank Sinatra sang My Way..

- a) My Way was sung by Frank Sinatra.
- b) My Way had been sung by Frank Sinatra.
- c) My Way would be sung by Frank Sinatra.

Fill in the missing word

1. The factory was _____ in 1953.

- a)suggested b)told c)built d)permitted

2. The company was _____ in 1983.

- a)increased b)founded c)left d)written

3. I was _____ to make a presentation at the Conference.

- a)suggested b)increased c)permitted d)invited

4. The job was _____ to Frank but he turned it down.

- a)offered b)permitted c)left d)written

5. I was _____ that I wouldn't need to bring my own slide projector.

- a)told b)increased c)permitted d)written

6. The report was _____ by a leading expert in the field.

- a)suggested b)increased c)left d)written

7. Smoking is not _____ on these premises.

- a)suggested b)left c)permitted d)increased

8. Some things are best _____ unsaid.

- a)suggested b)left c)offered d)increased

9. Taxes are being _____ by 20%.

- a)suggested b)increased c)offered d)invited

10. It has been _____ that we should delay this decision for a few weeks.

- a)suggested b)built c)offered d)invited

Too many cooks spoil the broth

EXERCISE ON PASSIVE VOICE

1. Change the following affirmative statements into questions. For example:

You are required to attend the meeting.

Are you required to attend the meeting?

She is being ignored.

Is she being ignored?

1. They should be notified.
2. He might have been allowed to come.
3. You had been told about it.
4. They will be needed.
5. It has been adjourned.
6. They were being prepared.

2. Change the following affirmative statements into negative statements. For example:

They would have been instructed to join us.

They would not have been instructed to join us.

It was sent on time.

It was not sent on time.

1. We could have been seen from the island.
2. It is being dealt with satisfactorily.
3. They were being kept under observation.
4. You will be held responsible.

3. Change the following affirmative statements into negative questions. Do not use contractions in this exercise. For example:

He is respected by everyone.

Is he not respected by everyone?

She should be consulted.

Should she not be consulted?

1. They were recognized immediately.
2. We were being assisted by volunteers.
3. It had been delivered.
4. They should have been guarded more carefully.
5. We will be given financial assistance.
6. It had been organized by the club members.

4. For each of the following sentences, first indicate the tense of the underlined verb, and then change the verb from the Active Voice to the corresponding tense in the Passive Voice. Take note of the resulting change in the meaning of the sentence. For example:

They drive to work at seven o'clock every morning.

Simple Present: They are driven to work at seven o'clock every morning.

Did he notice?

Simple Past: Was he noticed?

She is not telling the truth.

Present Continuous: he is not being told the truth.

We have sent a message.

Present Perfect: We have been sent a message.

I will pay.

Simple Future: I will be paid.

Every dog has its day

1. Do they expect to leave?
2. He is giving instructions.
3. They have moved to a new location.
4. She will fly to London.
5. He has offered a discount.
6. They have stopped.
7. Will you have given the order?
8. We sent a favorable reply.
9. We were teaching German.
10. I understand.
11. He is offering free advice.
12. She will rush to the reception.

5. For each of the following sentences, first indicate the tense of the underlined verb, and then change the verb from the Passive Voice to the corresponding tense in the Active Voice. Take note of the resulting change in the meaning of the sentence. For example:

We are paid regularly.
Simple Present: We pay regularly.

She is not assisted every day.
Simple Present: She does not assist every day.

Was he not being flown to Boston?
Past Continuous: Was he not flying to Boston?

It has been grown here for the past twenty years.
Present Perfect: It has grown here for the past twenty years.

Might they be called at nine o'clock?

1. We can be heard easily.
2. She is being given advice.
3. Were they not flown over the lake?
4. I had been transferred to another department.
5. He is being stopped.
6. We have been sent a letter.
7. He is not being taught music theory.
8. Should they have been flown to their next destination?
9. They will be watched constantly.
10. We had been driven to the beach this morning.

6. Change the underlined verbs in the following sentences from the Active Voice to the corresponding tenses in the Passive Voice. Preserve the meaning of the sentences by using the preposition by and making the necessary changes in word order. For example:

The teenager rowed the boat.
The boat was rowed by the teenager.

The girl is riding the horse..
The horse is being ridden by the girl.

The student has prepared the lunch.
The lunch has been prepared by the student.

The president will thank the members.
The members will be thanked by the president.

The children can understand the poem.
The poem can be understood by the children.

1. The woman founded the club.
2. This entry took the prize.
3. The girl is playing the guitar.
4. The mailman has delivered the letter.
5. The chauffeur can drive the car.
6. The child chose the hat.
7. The cat chased the mouse.
8. The workers will weave the carpet.
9. The stranger could have bought the hiking boots.....
10. The dealer has sold the car.
11. The dog splashed the water.
12. The man has watered the garden.

7. Change the underlined verbs in the following sentences from the Passive Voice to the corresponding tenses in the Active Voice. Preserve the meaning of the sentences by omitting the preposition by and making the necessary changes in word order. For example:

The news was heard by everyone.
Everyone heard the news.

The orders were followed by the officials.
The officials followed the orders.

The money is being counted by the cashier.
The cashier is counting the money.

The ducks have been fed by the tourists.
The tourists have fed the ducks.

The flowers will be photographed by the naturalist.
The naturalist will photograph the flowers.

Walls have ears

1. The bill was paid by the manager.
.....
2. The bread was made by the baker.
.....
3. The wiring must be checked by the electrician.
.....
4. The crow was being scolded by the squirrel.
.....
5. The book was written by a doctor.
.....
6. The house was painted by a student.
.....
7. The seeds were taken by the chickadee.
.....
8. The cider has been drunk by the guest.
.....
9. The mail is opened by the secretary.
.....
10. The ingredients have been measured by the cooks.
.....

8. Complete the following sentences using the Simple Present Subjunctive of the Passive Voice of the verbs shown in brackets. For example:

She ordered that the most important details _____ known. (to make)

She ordered that the most important details be made known.

He advises that the plane _____ at a high altitude. (to fly)

He advises that the plane be flown at a high altitude.

1. They demand that the change of plans _____ at nine o'clock. (to announce)
2. We ask that permission to compete _____ to everyone. (to grant)
3. It is important that their accomplishments _____. (to recognize)
4. It is crucial that we _____ of any change. (to advise)
5. He asks that his affairs _____ in order. (to put)
6. They requested that their qualifications _____. (to accept)
7. We insist that he not _____ his rights. (to deny)
8. It is necessary that the requirements _____. (to meet)
9. She requests that the most experienced candidate _____. (to choose)
10. It is recommended that care _____ in making the repairs. (to take)
11. He insists that smoking _____. (to forbid)
12. It is essential that supplies _____ well in advance. (to)

Definition

Reported speech is often also called indirect speech. When we use reported speech, we are usually talking about the past (because obviously the person who spoke originally spoke in the past). The verbs therefore usually have to be in the past too. For example:

***"I'm going to the cinema".
He said that he was going to the cinema.***

Simple Present	Simple Past	"We enjoy fishing" - They said that they enjoyed fishing
Simple Past	Past Perfect	"He saw it" - She said that he had seen it
Present Perfect	Past Perfect	"She's gone" - You said that she had gone
Present Continuous	Past Continuous	"I'm leaving" - You said that you were leaving
Past Continuous	Past Perfect Continuous"	He was reading" - He said that he had been reading
can	could	"I can sing" - She said that she could sing
may	might	"We may stay" - They said that they might stay
must	had to	"I must go" - He said that he had to go
will	would	"I'll buy them" - You said that you would buy them

Time and place references

Time and place references often have to change:

<i>now</i>	<i>then</i>	<i>yesterday</i>	<i>the previous day</i>
<i>today</i>	<i>that day</i>		<i>the day before</i>
<i>here</i>	<i>there</i>	<i>last week</i>	<i>the previous week</i>
<i>this</i>	<i>that</i>		<i>the week before</i>
<i>this week</i>	<i>that week</i>	<i>ago</i>	<i>previously</i>
<i>tomorrow</i>	<i>the following day</i>		<i>before</i>
	<i>the next day</i>	<i>2 weeks ago</i>	<i>2 weeks previously</i>
	<i>the day after</i>		<i>2 weeks before</i>
<i>next week</i>	<i>the following week</i>	<i>tonight</i>	<i>that night</i>
	<i>the next week</i>	<i>last Saturday</i>	<i>the previous Saturday</i>
	<i>the week after</i>		<i>the Saturday before</i>
		<i>next Saturday</i>	<i>the following Saturday</i>
			<i>the next Saturday</i>
			<i>the Saturday after</i>
			<i>that Saturday</i>

Pronouns in reported speech

I	he/she	He said, "I am late" - He said that he was late.
you	he/she/they	"Will you help me?" - She asked if he would help her.
he/she/it	he/she/it	She said, "He hit me" - She said that he had hit her.
we	they	I said, "We are lost" - He said that they were lost.
they	they	They said, "We are hungry" - They said that they were hungry.
us	them	John said, "She gave us presents" - John said that she had given them presents.
our	their	He said, "Our jobs are at risk" - He said their jobs were at risk.
his/hers/its	his/hers/its	She said, "It's hers" - She said that it was he

Reported Statements: Present Simple

1. "I live in New York"

She said _____

2. "He works in a bank"

She told me _____

3. "Julie doesn't like going out much"

She said _____

4. "I don't have a computer"

She said _____

5. "They never arrive on time"

She said _____

6. "We often meet friends in London at the weekend"

He told me _____

7. "David doesn't have any children"

She said _____

8. "I don't go to the gym very often"

She said _____

9. "Lucy owns three flats in the city"

She said _____

10. "I never get up early on Sundays"

She said _____

Reported Statements: Present Continuous

1. "I'm sleeping"

She told me _____

2. "We're working"

She told me _____

3. "She's coming to the party"

She told me _____

4. "He's talking on the telephone"

She told me _____

5. "Lucy is reading a book in front of the fire"

She told me _____

6. "I'm not going out"

She said _____

7. "We are not visiting Paris during our trip"

She said _____

8. "I'm listening to my new CD"

She said _____

9. "John is working in a bar for the summer"

She told me _____

10. "I'm not going to go on holiday"

She told me _____

Reported Statements: Past Simple

1. "I went to the cinema yesterday."
She said _____
2. "Jane left the party early."
She told me _____
3. "I didn't go out at the weekend."
She said _____
4. "He didn't like chocolate as a child."
She said _____
5. "They visited Japan."
She said _____
6. "She didn't buy the dress."
He told me _____
7. "I travelled through India and Pakistan."
She told me _____
8. "He met his girlfriend in a café."
She said _____
9. "David didn't arrive until 10 o'clock."
She said _____
10. "We went to the park to have a picnic."
She told me _____

Reported Statements: Present Perfect

Change the direct speech to reported speech:

1. "I've never been to Brazil."
She said _____
2. "She has visited Paris three times."
She said _____
3. "He has read 'War and Peace'."
She said _____
4. "I haven't seen Julie for ages."
She said _____
5. "He hasn't been to school this week."
She said _____
6. "We haven't seen 'The Lord of the Rings'."
She said _____
7. "They've eaten in a lot of different restaurants."
She said _____
8. "I've never tried skateboarding."
She said _____
9. "Lucy has drunk six cups of coffee today."
She said _____
10. "Mr Black has written three books."
She said _____

Reported Statements: Future Simple

Change the direct speech into reported speech:

1. "I'll go to the cinema later."

She said _____

2. "We'll meet the children at six."

She said _____

3. "She'll be late."

She said _____

4. "Lucy will definitely come."

She said _____

5. "I will stop smoking on Tuesday."

She told us _____

6. "John won't do it."

She said _____

7. "They won't be able to arrive early."

She said _____

8. "I won't come with you."

She said _____

9. "He won't remember to buy milk."

She said _____

10. "It won't rain later I'm sure."

She said _____

Reported Statements

Change this direct speech into reported speech:

1. "He works in a bank"

She said _____

2. "We went out last night"

She told me _____

3. "I'm coming!"

She said _____

4. "I was waiting for the bus when he arrived"

She told me _____

5. "I'd never been there before"

She said _____

6. "I didn't go to the party"

She told me _____

7. "Lucy'll come later"

She said _____

8. "He hasn't eaten breakfast"

She told me _____

Reported Yes / No Questions: Present Simple
Change the direct questions into reported questions:

1. Is John at home?

She asked me if _____

2. Am I late?

She asked me if _____

3. Is it cold outside?

She asked me if _____

4. Are they in Paris?

She asked me if _____

5. Is the bus stop near the shopping centre?

She asked me if _____

6. Is the milk fresh?

She asked me if _____

7. Are you a doctor?

She asked me if _____

8. Are James and Lucy from France?

She asked me if _____

9. Is my brother in the garden?

She asked me if _____

Reported 'Wh' Questions: Present Simple
Change the direct questions into reported questions:

1. Where is the post office?

She asked me _____

2. Why is Julie sad?

She asked me _____

3. What's for dinner?

She asked me _____

4. Who is the woman in the red dress?

She asked me _____

5. How is your grandmother?

She asked me _____

6. When is the party?

She asked me _____

7. How much is the rent on your flat?

She asked me _____

8. Where are the glasses?

She asked me _____

9. How is the weather in Chicago?

She asked me _____

10. Who is the Prime Minister of Canada?

She asked me _____

Reported Questions

Change these direct questions into reported speech:

1. "Where is he?"

She asked me _____

2. "What are you doing?"

She asked me _____

3. "Why did you go out last night?"

She asked me _____

4. "Who was that beautiful woman?"

She asked me _____

5. "How is your mother?"

She asked me _____

6. "What are you going to do at the weekend?"

She asked me _____

7. "Where will you live after graduation?"

She asked me _____

8. "What were you doing when I saw you?"

She asked me _____

Reported Requests and Orders

Change the direct speech into reported speech:

1. "Please help me carry this"

She asked me _____

2. "Please come early"

She _____

3. "Please buy some milk"

She _____

4. "Could you please open the window?"

She _____

5. "Could you bring the book tonight?"

She _____

6. "Can you help me with my homework, please?"

She _____

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Reported Statements: Present Continuous

1. "I'm sleeping"

She told me _____

2. "We're working"

She told me _____

3. "She's coming to the party"

She told me _____

4. "He's talking on the telephone"

She told me _____

5. "Lucy is reading a book in front of the fire"

She told me _____

6. "I'm not going out"

She said _____

7. "We are not visiting Paris during our trip"

She said _____

8. "I'm listening to my new CD"

She said _____

9. "John is working in a bar for the summer"

She told me _____

10. "I'm not going to go on holiday"

She told me _____

11. "He isn't living in Beijing"

She told me _____

12. "I'm taking the train to Berlin"

She told me _____

13. "He is never coming back"

She told me _____

14. "Jill is studying a lot"

She told me _____

15. "I'm not meeting Julie"

She told me _____

16. "We aren't renting a flat"

She said _____

17. "They are are visiting the museum"

She said _____

18. "She's eating dinner"

She said _____

19. "We aren't going to the library"

She said _____

20. "I'm coming"

She said _____

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Answers:

1. She told me she was sleeping.

2. She told me that they were working.

3. She said she wasn't going out.

4. She said we aren't visiting Paris during our trip.

5. She told me Lucy was reading a book in front of the fire.

6. She said she wasn't going out.

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Reported Statements: Past Simple

1. "I went to the cinema yesterday."

She said _____

2. "Jane left the party early."

She told me _____

3. "I didn't go out at the weekend."

She said _____

4. "He didn't like chocolate as a child."

She said _____

5. "They visited Japan."

She said _____

6. "She didn't buy the dress."

He told me _____

7. "I travelled through India and Pakistan."

She told me _____

8. "He met his girlfriend in a café."

She said _____

9. "David didn't arrive until 10 o'clock."

She said _____

10. "We went to the park to have a picnic."

She told me _____

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11. "We ate Chinese food, then we walked home."

She told me _____

12. "She forgot to bring the CDs."

He told me _____

13. "I didn't like the food in the restaurant."

She said _____

14. "He didn't take a shower."

She said _____

15. "I worked until six."

She said _____

16. "We went to Paris for the weekend."

She said _____

17. "The plane left at seven."

She said _____

18. "I came to London in 2004."

She said _____

19. "Lucy didn't go to university."

She told me _____

20. "John never studied German."

She said _____

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Answers:

1. She said she had been / went to the cinema yesterday.

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Reported Statements: Present Perfect
Change the direct speech to reported speech:

1. "I've never been to Brazil."

She said _____

2. "She has visited Paris three times."

She said _____

3. "He has read 'War and Peace'."

She said _____

4. "I haven't seen Julie for ages."

She said _____

5. "He hasn't been to school this week."

She said _____

6. "We haven't seen 'The Lord of the Rings'."

She said _____

7. "They've eaten in a lot of different restaurants."

She said _____

8. "I've never tried skateboarding."

She said _____

9. "Lucy has drunk six cups of coffee today."

She said _____

10. "Mr Black has written three books."

She said _____

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11. "It hasn't rained much this year."

She said _____

12. "She has never swum in the sea."

She said _____

13. "He has studied Latin."

She said _____

14. "I've been sick all week."

She said _____

15. "Robert has been to China five times."

She said _____

16. "I haven't met Richard before."

She said _____

17. "Julie has never studied music."

She said _____

18. "He has eaten too much chocolate."

She said _____

19. "We haven't seen the new play."

She said _____

20. "I haven't tried the new restaurant yet."

She said _____

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Answers:

1. **English Grammar for Beginners By: M.L.Kulabdeen**

2. She said she had visited Paris three times.

3. She said he had read 'War and Peace'.

4. She said she hadn't seen Julie for ages.

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Reported Statements: Future Simple

Change the direct speech into reported speech:

1. "I'll go to the cinema later."

She said _____

2. "We'll meet the children at six."

She said _____

3. "She'll be late."

She said _____

4. "Lucy will definitely come."

She said _____

5. "I will stop smoking on Tuesday."

She told us _____

6. "John won't do it."

She said _____

7. "They won't be able to arrive early."

She said _____

8. "I won't come with you."

She said _____

9. "He won't remember to buy milk."

She said _____

10. "It won't rain later I'm sure."

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11. "The Conservatives will win the next election."

She said _____

12. "That girl will never pass the exam."

She told us _____

13. "John will arrive before David."

She said _____

14. "It will be cold tonight."

She said _____

15. "Jenny will cook dinner."

She said _____

16. "We want to get married next year."

She said _____

17. "I won't be able to afford a new car."

She said _____

18. "She won't want to attend the meeting."

She said _____

19. "Richard won't drink coffee."

She said _____

20. "I won't vote at the next election."

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Answers:

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Reported Statements

Change this direct speech into reported speech:

1. "He works in a bank"

She said _____

2. "We went out last night"

She told me _____

3. "I'm coming!"

She said _____

4. "I was waiting for the bus when he arrived"

She told me _____

5. "I'd never been there before"

She said _____

6. "I didn't go to the party"

She told me _____

7. "Lucy'll come later"

She said _____

8. "He hasn't eaten breakfast"

She told me _____

9. "I can help you tomorrow"

She said _____

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10. "You should go to bed early"

She told me _____

11. "I don't like chocolate"

She told me _____

12. "I won't see you tomorrow"

She said _____

13. "She's living in Paris for a few months"

She said _____

14. "I visited my parents at the weekend"

She told me _____

15. "She hasn't eaten sushi before"

She said _____

16. "I hadn't travelled by underground before I came to London"

She said _____

17. "They would help if they could"

She said _____

18. "I'll do the washing-up later"

She told me _____

19. "He could read when he was three"

She said _____

20. "I was sleeping when Julie called"

She said _____

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Reported statements: Answers

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Reported Yes / No Questions: Present Simple

Change the direct questions into reported questions:

1. Is John at home?

She asked me if _____

2. Am I late?

She asked me if _____

3. Is it cold outside?

She asked me if _____

4. Are they in Paris?

She asked me if _____

5. Is the bus stop near the shopping centre?

She asked me if _____

6. Is the milk fresh?

She asked me if _____

7. Are you a doctor?

She asked me if _____

8. Are James and Lucy from France?

She asked me if _____

9. Is my brother in the garden?

She asked me if _____

10. Is the weather good in Shanghai in the summer?

She asked me if _____

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11. Does Julie drink tea?

She asked me if _____

12. Do you like chocolate?

She asked me if _____

13. Do they own a flat?

She asked me if _____

14. Does David go to the cinema often?

She asked me if _____

15. Do the children study Chinese?

She asked me if _____

16. Do they go on holiday every summer?

She asked me if _____

17. Does your sister live in Stockholm?

She asked me if _____

18. Do I talk too much?

She asked me if _____

19. Does Jennifer want a new job?

She asked me if _____

20. Does it rain a lot in London?

She asked me if _____

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Answers:

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Reported 'Wh' Questions: Present Simple

Change the direct questions into reported questions:

1. Where is the post office?

She asked me _____

2. Why is Julie sad?

She asked me _____

3. What's for dinner?

She asked me _____

4. Who is the woman in the red dress?

She asked me _____

5. How is your grandmother?

She asked me _____

6. When is the party?

She asked me _____

7. How much is the rent on your flat?

She asked me _____

8. Where are the glasses?

She asked me _____

9. How is the weather in Chicago?

She asked me _____

10. Who is the Prime Minister of Canada?

She asked me _____

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11. Where do you usually go swimming?

She asked me _____

12. What does Luke do at the weekend?

She asked me _____

13. Where do your parents live?

She asked me _____

14. Who do you go running with?

She asked me _____

15. When does Lucy get up?

She asked me _____

16. How much TV do you watch?

She asked me _____

17. How many books do they own?

She asked me _____

18. Where does John work?

She asked me _____

19. What do the children study on Fridays?

She asked me _____

20. Why do you study English?

She asked me _____

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Answers:

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Reported Questions

Change these direct questions into reported speech:

1. "Where is he?"

She asked me _____

2. "What are you doing?"

She asked me _____

3. "Why did you go out last night?"

She asked me _____

4. "Who was that beautiful woman?"

She asked me _____

5. "How is your mother?"

She asked me _____

6. "What are you going to do at the weekend?"

She asked me _____

7. "Where will you live after graduation?"

She asked me _____

8. "What were you doing when I saw you?"

She asked me _____

9. "How was the journey?"

She asked me _____

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10. "How often do you go to the cinema?"

She asked me _____

11. "Do you live in London?"

She asked me _____

12. "Did he arrive on time?"

She asked me _____

13. "Have you been to Paris?"

She asked me _____

14. "Can you help me?"

She asked me _____

15. "Are you working tonight?"

She asked me _____

16. "Will you come later?"

She asked me _____

17. "Do you like coffee?"

She asked me _____

18. "Is this the road to the station?"

She asked me _____

19. "Did you do your homework?"

She asked me _____

20. "Have you studied reported speech before?"

She asked me _____

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Reported Questions – Answers:

Reported Requests and Orders

Change the direct speech into reported speech:

1. "Please help me carry this"

She asked me _____

2. "Please come early"

She _____

3. "Please buy some milk"

She _____

4. "Could you please open the window?"

She _____

5. "Could you bring the book tonight?"

She _____

6. "Can you help me with my homework, please?"

She _____

7. "Would you bring me a cup of coffee, please?"

She _____

8. "Would you mind passing the salt?"

She _____

9. "Would you mind lending me a pencil?"

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10. "I was wondering if you could possibly tell me the time?"

She _____

11. "Do your homework!"

She told me _____

12. "Go to bed!"

She _____

13. "Don't be late!"

She _____

14. "Don't smoke!"

She _____

15. "Tidy your room!"

She _____

16. "Wait here!"

She _____

17. "Don't do that!"

She _____

18. "Eat your dinner!"

She _____

19. "Don't make a mess!"

She _____

20. "Do the washing-up!"

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Reported Orders and Requests – Answers:

1. She asked me to help her carry this.

2. She asked me to come early.

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Mixed Reported Speech 1 (Statements, Questions, Requests and Orders)

Change the direct speech into reported speech. Choose the past simple of 'ask', 'say' or 'tell':

1. "Don't do it!"

She _____

2. "I'm leaving tomorrow"

She _____

3. "Please get me a cup of tea"

She _____

4. "She got married last year"

She _____

5. "Be quick!"

She _____

6. "Could you explain number four, please?"

She _____

7. "Where do you live?"

She _____

8. "We went to the cinema and then to a Chinese restaurant"

She _____

9. "I'll come and help you at twelve"

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10. "What are you doing tomorrow?"

She _____

11. "Don't go!"

She _____

12. "Do you work in London?"

She _____

13. "Could you tell me where the post office is?"

She _____

14. "Come here!"

She _____

15. "I've never been to Wales"

She _____

16. "Have you ever seen 'Lord of the Rings'?"

She _____

17. "I don't like mushrooms"

She _____

18. "Don't be silly!"

She _____

19. "Would you mind waiting a moment please?"

She _____

20. "How often do you play sport?"

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Mixed Reported Speech 2 (Statements, Questions, Requests and Orders)

Change the direct speech into reported speech. Choose the past simple of 'ask', 'say' or 'tell':

1. "Come quickly!"

She _____

2. "Did you arrive before seven?"

She _____

3. "How was your holiday?"

She _____

4. "I would have visited the hospital, if I had known you were sick"

She _____

5. "Don't touch!"

She _____

6. "Do you usually cook at home?"

She _____

7. "They had never been to Scotland until last year"

She _____

8. "Make sure you arrive early!"

She _____

9. "I should have studied harder for the exam"

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10. "Would you mind telling me how to get to the art gallery, please?"

She _____

11. "Please don't forget my book"

She _____

12. "Make sure you arrive at six!"

She _____

13. "Remember to study hard!"

She _____

14. "Where do you want to eat tonight?"

She _____

15. "I usually drink coffee in the mornings"

She _____

16. "Do you like studying English?"

She _____

17. "I'll come and help you on Saturday"

She _____

18. "Please buy some bread on your way home"

She _____

19. "Please give this to John"

She _____

20. "Could you give me the glass on the table, please?"

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Time and place references

Time and place references often have to change:

<i>now</i>	<i>then</i>
<i>today</i>	<i>that day</i>
<i>here</i>	<i>there</i>
<i>this</i>	<i>that</i>
<i>this week</i>	<i>that week</i>
<i>tomorrow</i>	<i>the following day</i>
	<i>the next day</i>
	<i>the day after</i>
<i>next week</i>	<i>the following week</i>
	<i>the next week</i>
	<i>the week after</i>
<i>yesterday</i>	<i>the previous day</i>
	<i>the day before</i>
<i>last week</i>	<i>the previous week</i>
	<i>the week before</i>
<i>ago</i>	<i>previously</i>
	<i>before</i>
<i>2 weeks ago</i>	<i>2 weeks previously</i>
	<i>2 weeks before</i>
<i>tonight</i>	<i>that night</i>
<i>last Saturday</i>	<i>the previous Saturday</i>
	<i>the Saturday before</i>
<i>next Saturday</i>	<i>the following Saturday</i>
	<i>the next Saturday</i>
	<i>the Saturday after</i>
	<i>that Saturday</i>