



**quick**  
Revision

**Short Notes**

**Topexams Academy**

# **Active & Passive Voice**

**For KTET, GPSTR & HSTR**



Topexams

**Sanjeev V Raykar**



## Types of reported speeches

1. Statement
2. Question
3. Requests / Instruction / Advice

Example

Vivek said, “I have written a poem”

Vivek said **that** he had written a poem.

## Important Things

1. Change the Tense (Change the Reporting Verb)
2. Change the pronouns
3. Change the tense
4. Change the time and place expressions

# 1. Change the Reporting Verb

## Assertive the reporting Verb

Reporting Verb	Reporting Speech
Said - said	Without an object
Said - told	With an object
Said - replied	If it is re play
Said - answered	If it is an answer
Said - stated	If it is a statement
Said - declared	If it is a declaration
Said - narrated	If it is a narration
Said - described	If it is a description
Said - communicated	If it is a communication
Said - reported	If it is a report

Ragav said to Priya, "I bring vegetables."

Ragav told Priya that he brought vegetables.

Ragav says to Priya, "I bring vegetables."

Ragav tells Priya that he brings vegetables.

Ragav will say to Priya, "I bring vegetables."

Ragav will tell Priya that he brings vegetables.

## Interrogative the reporting Verb

Reporting Verb	Reporting Speech
Said – asked	If it is a question
Said – questioned	If it is a question
Said – enquired	If it is enquiry
Said – Interrogated	If it is a interrogation

## 2. Change the pronoun

Person	Direct Speech	Indirect Speech
1 <sup>st</sup> Person	I / We	He / She / It / They
2 <sup>nd</sup> Person	You / You	He / She / It / They I / We / You
3 <sup>rd</sup> Person	He / She It / They	He / She / It / They

### 3. Change the Tense

Direct Speech		Indirect Speech
Simple Present	to	Simple Past
Present Continuous	to	Past Continuous
Present Perfect	to	Past Perfect
Present Perfect Continuous	to	Past Perfect Continuous
Simple Past	to	Past Perfect
Past Continuous	to	Past Perfect Continuous
Past Perfect	Remains same	Past Perfect
Past Perfect Continuous	to	Past Perfect Continuous



## 4. Change the Tense

Direct Speech	Indirect Speech
This / that	That
These / those	Those
Here / there	There
Now / then	Then
Thus	So
Today	That day
Tonight	That night
This week	That week
Yesterday	The day before / The previous day
Last week	The previous week
Last month	The previous month
Tomorrow	The following day
Next week	The following week
Next year	The following year

Navya said to Apoorva, "I write some letters now.

Navya told Apoorva that she wrote some letters then.

Ragav said to Smita, "I shall tell you a story tomorrow."

Ragav told Smita that he would tell her a story the following day.

Sanju said to Apoorva, "I can give some money today." Sanju told Apoorva that he could give some money that day.

Samrat said to Saru, "You can bring this library book next week."

Samrat told Saru that he could bring that library book the following week.

Riya said to Kumar, "This is a very big house."

Riya told Kumar that That was a very big house.

SVR10

# Assertive Sentence

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Navya said to Samrat, "I write letters to my friends."

Navya told Samrat that she wrote letters to her friends.

Navya said to Samrat, " I am writing letters to my friends."

Navya told Samrat that she was writing letters to her friends.

Navya said to Samrat, " I have written letters to my friends."

Navya told Samrat that she had written letters to her friends.

Navya said to Samrat, " I have been writing letters to my friends."

Navya told Samrat that she had been writing letters to her friends.

Navya said to Samrat, "I wrote letters to my friends."

Navya told Samrat that she had written letters to her friends.

Navya said to Samrat, "I was writing letters to my friends."

Navya told Samrat that she had been writing letters to her friends.

Navya said to Samrat, "I had written letters to my friends."

Navya told Samrat that she had written letters to her friends.

Navya said to Samrat, "I had been writing letters to my friends."

Navya told Samrat that she had been writing letters to her friends.

## Future Tense

Direct Speech	Indirect Speech
Will shall	would
Can	could
May	might

Navya said to Samrat, "I shall write letters to my friends."

Navya told Samrat that she would write letters to her friends.

Navya said to Samrat, "I shall be writing letters to my friends."

Navya told Samrat that she would be writing letters to her friends.

Navya said to Samrat, "I shall have written letters to my friends."

Navya told Samrat that she would have written letters to her friends.

Navya said to Samrat, "I shall have been writing letters to my friends."

Navya told Samrat that she would have been writing letters to her friends.

Navya said to Samrat, "I can write letters to my friends."

Navya told Samrat that she could write letters to her friends.

Navya said to Samrat, "I may write letters to my friends."

Navya told Samrat that she might write letters to her friends.

Navya said to Samrat, "I have to write letters to my friends."

Navya told Samrat that she had to write letters to her friends.



SVR10

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# Interrogative Questions

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SANJEEV V RAYKAR

## Important Things

1. Change the Tense (Change the Reporting Verb)
2. Change the pronouns
3. Change the tense
4. Change the time and place expressions

Wh Questions : what where when which whose who etc

Yes / no: if or whether

### Interrogative the reporting Verb

Reporting Verb	Reporting Speech
Said – asked	If it is a question
Said – questioned	If it is a question
Said – enquired	If it is enquiry
Said – Interrogated	If it is a interrogation

## 2. Change the pronoun

Person	Direct Speech	Indirect Speech
1 <sup>st</sup> Person	I / We	He / She / It / They
2 <sup>nd</sup> Person	You / You	He / She / It / They I / We / You
3 <sup>rd</sup> Person	He / She It / They	He / She / It / They

Sanvi said to Harsha, "Why are you sending a message now?"

Sanvi asked Harsha why he was sending a message then.

Ravi said to me, "Where are you going?"

Ravi asked me where I was going.

Varada said to Ravi, "Why are you laughing loudly?"

Varada asked Ravi why he (Ravi) was laughing loudly.

Sonu said to the postmaster, "Will you give me the letter?"

Sonu asked the postmaster if he(postmaster) would give him (Sonu) the letter.

The postmaster said to Sonu, "Who do you want it for?"

The postmaster asked Sonu who he wanted it for.

"Do you think I am a fool?" said Sonu to the postmaster.

Sonu asked the postmaster if he (postmaster) thought that he (Sonu) was a fool.

Mr Sonu said to the postmaster, "Have you one for me?"

Mr Sonu asked the postmaster if he had one for him.

The author said to the cricketer, "Which is your greatest test match?"



The author asked the cricketer which his greatest test match was.

"Do you have any answer?" said the King to his courtiers. The king asked if they (courtiers) had any answer.

Daksha said to her father, "What nice thing did you have to offer to the king?"  
Daksha asked her father what nice thing he had had to offer to the king.

Sareeta said to Thanaji, "Can you give me the Lion-Fort?"

Sareeta asked Thanaji whether he could give her the Lion-Fort.

He said, "Does God really exist?"

He asked whether God really existed.

"Do you write some examples now?" asked the class teacher.

The class teacher asked if they wrote some examples then.

Gagan said to Granny, "Will you hold on to me?"

Gagan asked Granny whether she would hold on to him.

Gagan said, "What have you done?"

Gagan asked what they had done.

"Can you swim?" asked the coach.

The coach enquired (the person) whether he could swim.

The postmaster said to Gagan, "Is there anyone in the town who knows you?"

The postmaster enquired Gagan if there was anyone in the town who knew him (Gagan)"

Gagan said to the postmaster, "Have you anything to say about it."

Gagan asked the postmaster if he (postmaster) had anything to say about it.

Daksha said to her father, "Didn't the guards stop you at the gates?"

Daksha asked her father if the guards had not stopped him at the gates.

The King said, "Is there no one who can venture an answer?"

The king asked if there was no (any) one who could venture an answer.

The King said, "Where has all your wit gone, my dear ministers?"

The King asked his dear ministers where all their wit had gone.

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# IMPETATIVE SENTENCE

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Reporting Verb	Reporting Speech
ordered	Said
requested	Said
advised	Said
directed	Said

“” comma ಒಳಗಿರುವ ಪದವನ್ನು to V1 ಗೆ ಬದಲಾಯಿಸಬೇಕು

Ravi said to Chandini, "Give me that book now."

Ravi requested Chandini to give him that book then.

Varada said to Ravi, "Bring those new clothes today."

Varada ordered Ravi to bring those new clothes that day.

Santosh said to Jaya, "Don't tell me the story of this film."

Santosh requested Jaya not to tell him the story that film.

Vivek said to Vashu, "Send some photos by e-mail."

Vivek requested Vashu to send some phtos by e-mail.

Hari said to Krishti, "Close the door and open the windows."

Hari ordered Krishti to close the door and open the windows.

Fredi said to Sangeeta, "Throw the ball here."

Fredi ordered Sangeeta to throw the ball there.

Sanvi said to Samrat, "Clean my table now."

Sanvi ordered Samrat to clean the table then.

Samrat said to Varada, "Stop that video game."

Samrat commanded Varada to stop that video game.

Rocky said, "Bring the poker here."

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Rocky ordered Jove to bring the poker there.

The headmaster said to Mohan, "Bring Tapan of class V."

The headmaster ordered Mohan to bring Tapan of class V.

Karthik said, " Don't hurt dumb animals."

Karthik requested (them) not to hurt dumb animals.

The policeman said, "Take out your identity card.

I want to see it."

The policeman ordered (the student) to take out his (the student's) identity card because he (the policeman) wanted to see it.

Mohan said, "Ravi, Give up drinking. You will be healthy."

Mohan advised Ravi to give up drinking so that he (Ravi) would be healthy.

The king said to the farmer, "Come to the court with your daughter tomorrow."

The king ordered the farmer to come to the court with his daughter the following day.

Sanvi said to her father, "Don't worry."

Sanvi advised her father not to worry.