

DAY: _____

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ENGLISH

Active & Passive Voice

Indefinite Tenses

Object ↓ Change into ↓ Subject	Present Indefinite	Subject ↓ Change into ↓ Object
	form 3 rd کی Verb ہے کے are am is	
	Past Indefinite	
	form 3 rd کی Verb ہے کے were, was	
	Future Indefinite	
	form 3 rd کی Verb ہے کے shall be, will be	

Examples

- * She takes tea → Tea is taken by her.
- * I buy a Pen → Pen was bought by me.
- * He helps me → I was helped by him.
- * I shall take tea → Tea ^{will} shall be taken by me.
- * I wrote a letter → letter was written by me.
- * He caught a thief → Thief was caught by him.
- * Baro sings a song → Song is Sing by Baro.
- * They will sell house → A house will be sold by them.

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Continuous Tenses

Change of Pass continuous
3rd form سے بننے کے لئے is, am, are کے ساتھ being لگاتے ہیں۔
^{was were}

Change of Present Continuous
3rd form سے بننے کے لئے is, am, are کے ساتھ being لگاتے ہیں۔

Future Continuous not change

I was writing a letter.

A letter was being written by him.

He is beating us.

We are being beaten by him.

The teacher is teaching us.

We are being taught by teacher.

The boy was telling a story.

A story was being told by the boy.

They are reading books.

Books are being read by them.

He is washing the clothes.

The clothes are being washed

by him.

when

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Perfect Tenses

1) Present Perfect:

Before third form has ^{been} and have been

2) Past Perfect: After 3rd form had been

3) Future Perfect: After 3rd form will/shall be.

Examples

He has written the story.

The story has been written by him.

He had stolen the pen.

The pen had been stolen by him.

I will have seen a lion in the zoo.

A lion have been seen by me in the zoo.

They have finished the work.

The work have been finished by them.

They had done their duty.

Their duty had been done by them.

DIRECT / INDIRECT

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Changes Of Words

- this → that
- here → there
- Now → then
- today → that day
- Tomorrow → next day
- yesterday → Previous day
- goes → went
- ago → before
- come → go
- will → would
- went → gone
- am, are → was were
- do, does → did
- have, has → had
- can → could
- may → might.

• If Reporting speech is in present and future there will be no change in the tense.

• If Reporting speech is in past there will be change. Reported speech change into past.

If or whether

If there was question asked in reported speech ~~ASK~~ ^{is} ~~whether~~ ^{if} are used.

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★ He said to me, "where are you studying?"
He asked me where I was studying.

In interrogative tence 'that' is not used.

If a question has answer of yes or no If and whether are used.

For example → He said "will you attend the meeting?"
He asked whether I would attend the meeting.



Interrogative.

→ He said to me "How old you are?"
He asked me How old I was.
You said to him, "When will you come?"

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You asked him when he would come

Imperative:-

→ That is not used

→ ordered → advised → requested

He said to his servant "Bring a cup of milk for ^{me} tea."

He ordered his servant to bring a cup of milk for him.

Exclamatory:-

→ That is used

Hurrah! → Exclaimed with joy

Alas! → " " Sorrow

They said "Hurrah we have won the match"

They exclaimed with joy that they had won the match.

Optative

→ Prayed → That is used

He said "May you live long?"

He prayed that I might live long.