

Unit - 12

Prepositions

Form : Prepositions

Function : To indicate Time, Place and Direction

I. Warm-up

Treasure Hunt

The teacher hides a chocolate somewhere in the classroom before the students come. The students are asked to guess where it is hidden—not by physically searching for it—but by asking questions like: “Is it under the table?” They have to guess the place within 10 questions.

II. Role play the following dialogues

a. Ratna : Where is Caesar?

Meera : I just saw him run into the garden.

Ratna : He never stays in his kennel these days. He loves to run around the garden.

Meera : I won't blame him. It is quite pleasant outside these days.

Ratna : I think I should take him with me for a long walk along the beach.

Meera : Don't go without his collar though. It will be difficult to run behind him.

Ratna : Yes, I must ensure that he is by me always.

Meera : Don't take long. Be back within an hour.

Ratna : Don't worry. I'll be back before that.

b. Swamy : Good morning. I am Swamy, the CEO of this company.

Karthik : Good Morning Sir. I am Karthik Rajgopal. Pleased to meet you Sir.

Swamy : What do you wish to see me about?

Karthik : I am an agent for Forever Insurance. I wish to brief you about our new schemes.

Swamy : I have a meeting at 11 a.m. with the President of the company. Could you leave the brochures with my secretary? I'll go through them and get back to you.

Karthik : That would be fine. We have many interesting offers under the newly introduced schemes.

Swamy : That's really great. I will contact you by the end of this week.

Karthik : Thank you sir. I hope to hear from you soon.

III. Grammar

A. Form

Prepositions are words that specify *place*, *direction*, and *time*.

There are three types of prepositions.

- **Time prepositions** define time. They are *in*, *at*, *on* *for*, *during*, *while*.
- **Place prepositions** clarify the place of someone or somebody. They are *in*, *on*, *at*.
- **Direction prepositions** are used to clarify the direction of someone or something. They are *under*, *over*, *right*, *left*, *etc.*

B. Function

1. The prepositions usually come before the noun.

There is a swimming pool in the garden. (noun)

Sushil sat at the table. (noun)

2. Prepositions can be used with all forms of nouns (e.g. collective nouns, pronouns etc).

She came with him. (pronoun)

Gandhiji was admired by the people. (collective noun)

3. Prepositions can't come after a verb, but can be used before a gerund or verb in noun form.

I have always dreamt of visiting Amsterdam. (verb in noun form)

I always insist on meeting the students' parents.

4. The rules above do not change and there are no exceptions to the rules.

Prepositions of Place are used to clarify a specific place and are used with all nouns. The preposition usually comes before the noun or the pronoun. They never come before a verb. When we refer to place we usually use "in", "at" and "on".

At	On	In
A specific place	A place that is physically on top of a place	A place that is enclosed or within boundaries
at the mall at the table at work	on the table on the floor on the wall	in the city in the box in the park

Important: In English we say—

- *on the island.*
- *in the city/countryside.*
- *in the mountains.* (except when you mean that something or someone is physically on the mountain.)
- *at the office.*

Prepositions of Time are used to define time.

- | | | |
|---------|---|--|
| after | - | <i>I will be there after work.</i> |
| around | - | <i>We will be there around 3 p.m.</i> |
| before | - | <i>I will be there before I go to school.</i> |
| between | - | <i>I will be there between two and three in the afternoon.</i> |
| by | - | <i>I will be there by the time you leave for work.</i> |
| during | - | <i>I will be there during your class.</i> |
| for | - | <i>I will be there for your birthday.</i> |
| past | - | <i>I wasn't there for the past two months.</i> |
| since | - | <i>I haven't seen her since I was 10 years old.</i> |
| until | - | <i>I will not be home until 7:00 p.m.</i> |
| within | - | <i>I will be there within two hours.</i> |

Time prepositions are used to clarify what time an event happened or will happen. Time prepositions are used before nouns and pronouns.

At	On	In
A specific time	Days and dates	Period of time— years, months, seasons
at 2:00 p.m. at lunchtime at 4:00 a.m.	on my birthday on the first day of the school year on 1.1.10	in a few days in a couple of months in summer

Important

- *in the morning* (because it is considered a period of time)
- *in the afternoon*
- *in the evening*
- *at night*

Note: We say *in* the morning, *in* the afternoon, or *in* the evening BUT we say *at* night.

How are the prepositions 'for', 'during' used?

The two most common English prepositions that are used to represent time are *for* and *during*.

- 'For' is used to express how long something or someone is doing something. "For" is used to state a period of time and is usually used with a noun/pronoun (or any other form of nouns).

I have been riding my bicycle for two hours.

The baby slept for two hours

- 'During' is used when an event or activity happens within a period of time.

She slept during the class.

There was a thunderstorm during the match.

Prepositions of Direction are used to clarify the direction of someone or something. e.g. *under, over, across, along, through, above* and *below*.

We can use 'across' or 'over' to talk about a position on the other side of, or getting to the other side of a bridge, river, road etc.

The soldiers marched across/over the Wagah border.

My grandmother lives in an old house across/over the road from ours.

We use 'over' rather than 'across' when we talk about reaching the other side of something that is high.

The thief jumped over the wall.

The helicopter hovered over Nariman Point for half an hour.

We use 'through' to emphasise that we are talking about movement in a three-dimensional space rather than in a flat surface or area.

I enjoyed the beauty and peace as I walked through the forest.

The train passed through several tunnels.

We use 'along' when we talk about following a line of some kind (a path, a road, a river, a beach, etc.).

Several trees have been planted along the road.

A walk along the beach is one of my favourite activities.

We can use either 'above' or 'over' when we say one thing is at a higher level than another.

Above/over the front door hung a family picture.

She placed the net above/over the baby.

However, we use 'above', not 'over' when one thing is not directly over the other.

There was no water supply to the people living above the town in the mountains.

Ladhak is more than 10,000 feet above sea level.

We use 'over' not 'above', when we say that something covers something else and is in contact with it.

The mist over the stadium delayed the match.

Several migrating birds flew over the fields.

'Below' is the opposite of 'above'; 'under' is the opposite of 'over'. The differences in the uses of 'below' and 'under' are similar to those between 'above' and 'over' (see above!)

The metro runs below/under the town.

I placed the footrest below the table.

She hid the chocolates under the books.

IV. Task 1

a. In some of the blank spaces in the following sentences a preposition is needed, but in others it is not. Either insert the correct preposition or leave the sentence as it is.

1. I go for a walk _____ seven o'clock every morning.
2. We leave for our holidays _____ Friday.
3. It has been very cloudy _____ today, but it may be worse _____ tomorrow.
4. The next World Cup is _____ 2011.
5. Can I meet the doctor _____ one day _____ next week?

6. I sit for my final exam _____ next summer.
7. It has rained _____ every day _____ this week.
8. We hope to go for a movie _____ this evening. It begins _____ 6, so we have to leave home _____ 5 at least.
9. _____ last week I celebrated my 20th birthday.
10. _____ one day I will master English grammar.

b. Complete the following sentences by using the verb given in brackets at the end, either with or without a preposition (whichever you think is correct).

1. He gave us a general description of the trip, but did not _____ the details. (enter)
2. We saw two well dressed men _____ the shop. (enter)
3. I do not _____ your action. (approve)
4. Has your father _____ home yet? (arrive)
5. Have you _____ his letter yet? (answer)
6. I usually _____ school about ten minutes to nine. (arrive)
7. The contents of the package did not _____ the details given in the list that accompanied it. (answer)
8. Have you _____ the great batsman Sachin Tendulkar? (hear)
9. We were very _____ a rest after a long journey. (glad)
10. Many people have _____ because of Swine flu. (die)

Task 2

a. Complete the conversation between Medha and Asha using appropriate phrasal verbs. The phrasal verbs will have the meaning of the words given in the box.

take care of, resemble, recall, search, regard, look, consider, superficially, watch.

Medha : Asha, can you see that old woman. Is she _____ something?

- Asha : I am not sure. She _____ my grandmother Seetha.
- Medha : Oh! I love your grandmother. Everyone adores her and she has your uncles who _____ her.
- Asha : Yes Medha. I _____ her with so much respect. Do you know that she was part of the freedom struggle?
- Medha : Was she? I didn't know that.
- Asha : I was _____ some old photographs and I found her with some old leaders.
- Medha : She must be having so many memories to _____.
- Asha : Medha, look, that old lady is trying to cross the road! She should _____. It is a busy road.
- Medha : Come on Asha. I think she is _____ someone to take her across the road. Let's help her.

b. In each of the following pairs of sentences discuss the difference in meaning.

- Shanthi is engaged to Shyam.
Shanthi is engaged with Shyam.
- Many Indians didn't think much of Michael Jackson.
Many Indians didn't think much about Michael Jackson.
- He speaks as a lawyer.
He speaks like a lawyer.
- Everyone laughed at the clown.
Everyone laughed with the clown.
- He passed out before the doctor arrived.
He passed away before the doctor arrived.
- He will definitely back up.
He will definitely back out.
- I divided the work between my children.
I divided the work among my children.
- Meera apologized to her.
Meera apologized for her.
- The boy fell from the stairs.
The boy fell down the stairs.
- The train will arrive at 5 p.m.
The train will arrive by 5 p.m.

V. Writing

Task 3

- Write a conversation between a doctor and a patient who is upset about her diabetes.
- Simi is lost in a new city. She is asking a kind policeman for directions to the airport. Write an interesting conversation between them.

Just a thought!

The journey through life is all about perseverance. Take hope along to fight your battles against despair and you can wade across the sea of disillusionment to land on the island of fulfilment.

Unit - 13

Articles

Form : Articles

Function : Definitiveness/Indefinitiveness

I. Warm-up

Here are some jokes for you. But something is missing here. Can you say what it is? And can you improve the language?

"I'm suffering from terrible constipation," said patient to doctor. "What have you been eating?" asked doctor. "Tennis balls," replied patient. "I had two reds for breakfast, three whites for lunch and yellow and blue for dinner." "I think I know what problem is," replied doctor. "You're not eating enough greens."

War correspondent visiting Afghanistan for second time noted that since fall of Taliban, wives who used to walk ten paces behind their husbands were now walking ten paces in front. Journalist asked one of men if this was sign of growing equality. "No," man replied. "Landmines."

"What sound does dog make?" my friend, who is teacher, asked her class. "Woof, woof," came reply. "And cat?" "Meow," said children. "And what sound does mouse make?" she asked. "Click" chorused class.

II. Role play the following dialogues

a. *Amritha and Bairavi are at a garden where a flower show is being held.*

Amritha : What a beautiful sight ! Look at the lovely roses!

Bairavi : Didn't you know that this is the best botanical garden in India?

Amritha : Is it? I have never seen such a unique shade of pink rose.

Bairavi : There is a green house that produces all kinds of lilies and roses.

Amritha : Is it maintained by the government?

Bairavi : No way. An NGO runs the place and they have been doing an excellent job.

Amritha : I wish I could find a job in such a colourful place!

b. *Two strangers are looking for two different places.*

Stranger 1 : Can you tell me the way to the nearest bus stop?

Stranger II : Ha, ha, ha. Can't you see I am lost myself? I have been going in circles trying to find the Main Post Office.

Stranger 1 : I think I just saw it round the corner.

Stranger II : Oh! Did you? This place has no street names and no one seems to know where the Post Office is.

Stranger 1 : There wasn't a board, but I saw a mail van parked in front of an old building and I think it must be the post office.

Stranger II : What a city! Now how are you going to find the bus stop?

Stranger I: I think I just have to go down the road and look for a place where the bus stops!

Stranger II: Not a bad idea at all.

c. *Prema and Rema run into each other.*

Prema : Hi Rema! How are you? Are you coming from the market?

Rema : Hi, Prema. What a pleasant surprise! Yes, I am on my way home from the market. You know, the cost of vegetables has doubled all of a sudden.

Prema : It is so difficult to manage the family budget. Even potatoes cost Rs. 25 a kilo.

Rema : And things are getting worse everyday.

Prema : What can middle class families like us do?

Rema : There is a farmer's market about a mile from here. Vegetables are a little cheaper there. Why don't you try that?

Prema : Oh, where is it?

Rema : At the intersection of First Cross Street and Third Main Road.

Prema : Thanks a lot Rema. Let's go there at once!

III. Grammar

A. Form

The Articles in English are classified into two types (i) the indefinite article and (ii) the definite article. *A* and *an* are called indefinite articles and *the* is called the definite article.

I saw a girl in the park.

She wore an elegant dress.

The girl had a pretty smile too!

B. Function

- We use *a* before words that begin with a consonant sound.

e.g. a book; a table.

Some words start with a vowel letter but begin with a consonant sound, so we use *a* before these words, too.

e.g. a university; a European; a one-digit number.

- We use *an* before words beginning with a vowel.

e.g. an elephant; an umbrella.

- We also use *an* before words that begin with a silent letter 'h', when the word is pronounced with a vowel sound.

e.g. an hour; an honour; an honest man.

- We also use *an* before abbreviations with individual letters that begin with A, E, F, H, L, M, N, O, R, S, or X since the letters are pronounced with a vowel sound. (e.g.) (M) *em*; (L) *el*.

e.g. an MP; an FBI agent; an IOU.

- Do not omit *a/an* before a singular noun standing for things that can be counted.

e.g. Rice is a cereal; Chennai is a city; The dog is an animal.

- *A/an* must be used when the noun is preceded by an adjective.

e.g. Chennai is a big city. (not Chennai is big city)

English is an easy language. (not English is easy language)

Cricket is a popular game. (not cricket is popular game)

- We use *a/an* with a singular noun when we describe someone or something or say what type of thing someone or something is.

e.g. English is an international language.

Kavitha is a beautiful girl.

Ramu is a hardworking student.

But when we say that someone or something is unique—that there is only one of that kind, either we use *the* or do not use any article.

e.g. English is the international language of trade and commerce.

Chennai is the capital of Tamil Nadu.

Rice is the staple food of south Indians.

Examples of zero articles.

God helps those who help themselves.

Water is made of Hydrogen and Oxygen.

Love is universal.

- We use *a/an* to say what a person's job is, or will be.

e.g. She is a teacher who loves her work.

Hari is a pilot who works for British Airways.

My sister will be a doctor in two years.

My uncle is an engineer.

However when we use a job title for a person, we use 'the'.

e.g. The Chief Justice of the Supreme Court will preside over the college day function.

He is the Dean of Academic studies.

My friend Madhu is the Doctor in Residence at the Health Care Centre.

- We use 'the' before a superlative adjective (the biggest, the most beautiful, etc.) when the superlative is followed by a noun or defining phrase.

e.g. Hema is the richest in the family.

Shoba is the best student in the class.

M.F. Hussain is the most unusual painter of the country.

The same applies to the following when we refer to them in a general way.

e.g. The weather was so bad that all flights were cancelled.

The past was forgotten and the future was full of hope.

The public were not warned of the Tsunami.

However, if we want to describe a particular instance of these we use *a/an*.

e.g. A squally weather is predicted for the next 24 hours.

A strong wind blew away the clouds.

We hope for a future that is peaceful.

Read the conversation between Sneha and Roopa who meet after a long time.

Sneha : Hi Roopa! What **a** pleasant surprise!

Roopa : Good to see you Sneha. I heard that you were away at **the** US.

Sneha : No, not **the** US. I won **a** scholarship for **a** course in creative writing at Cambridge University.

Roopa : Isn't that great! Did you travel around **the** country?

Sneha : I got **a** chance to visit London and **a** few places around Cambridge. I cruised across **the** Thames of course.

Roopa : How was **the** experience?

Sneha : It was **the** most exciting time of my life.

Roopa : I am sure it was **an** amazing experience.

Sneha : Indeed it was. It was **a** unique opportunity and I made **the** most of it.

IV. Task 1

a. Combine to form complete sentences.

I want	a an the	red saree I had longed to buy.
Whatever happens		good survey of the area is essential.
I looked everywhere and finally found		diamond from the white stones.
Before you buy any property		interesting evening at the club.
An expert can differentiate		complete report of the event.
She hopes to have		honest attempt will be made to save the company.

b. Correct these sentences if necessary.

1. Kashmir has the beautiful mountains and lakes
2. Rice is the important part of Indian diet.
3. She studies in an university in France.
4. Though he was a honest man, he was suspected to have cheated the company.
5. Education plays the important role in our lives.
6. Trekking up the Himalayas is a biggest dream in my life
7. Where do you get a good vegetables?
8. That's Beena, a CEO of this company.
9. Whenever there is the crisis, he disappears from the scene.
10. Do you want a last piece of the cake left in the plate?

c. Insert **a / an, the** or **—** in the spaces. If zero article is an alternative for **the**, leave the space blank.

Sachin Tendulkar has become _____ only Indian batsman who has scored 100 test centuries. He began his career as _____ young lad of 16. All _____ achievements to his credit are _____ matter of pride to our country. He is _____ ideal model for _____ countless boys and girls who aspire to have _____ career in cricket. Despite _____ fame and name that have come his way he continues to be _____ modest man. Tendulkar was appointed _____ captain of _____ team, but he preferred to concentrate on his batting skills. His participation in _____ 2011 World Cup will surely make him _____ most experienced batsman in the world.

Task 2

a. Insert **a/an/the** in the spaces found in the following conversation between Harsha and Pranavi. If 'zero article' is an alternative for 'the', write the '—'.

Harsha : Pranavi, do you know that _____ date for _____ final exam has been announced?

Pranavi : Oh, I didn't know. Is it at _____ end of this month?

Harsha : No, it begins in _____ first week of Decemeber and lasts for _____ fortnight.

- Pranavi : That means _____ Christmas holidays will begin _____ little earlier than usual.
- Harsha : I don't think so. The notice says that _____ weeklong Christmas celebrations at _____ campus will be held just after _____ exams.
- Pranavi : I must get _____ tickets to Hyderabad as early as possible. When are you going home?
- Harsha : There is _____ change of plan this time. I wish to do _____ advanced course in multimedia presentation.
- Pranavi : That is _____ great idea. How long is _____ course?
- Harsha : Just for _____ couple of weeks.

b. You are trying to give directions to your friend to the railway station which is not far from your house. Use appropriate articles and use the following words as part of your conversation.

- | | |
|-------------------|-------------------|
| 1. 10 minute walk | 6. about 5 metres |
| 2. turn right | 7. bus stop |
| 3. turn left | 8. opposite |
| 4. Modern Bakery | 9. in front of |
| 5. straight | 10. book store |

c. Complete the following conversation between Madhavi and a travel agent using appropriate articles. If zero article is an alternative for 'the', write the '—'.

- Travel agent : _____ Safe Travel Agency. May I help you?
- Madhavi : I wish to book _____ ticket to Hyderabad. Can you tell me whether _____ tickets are available for _____ 23rd of December?
- Travel agent : Please be on _____ line. I'll let you know in _____ moment.
- Madhavi : That's fine.
- Travel agent : I am sorry madam. There are no train tickets available for _____ 23rd. Can I book you on _____ flight?

- Madhavi : That'll be expensive. I am only _____ student.
- Travel agent : In that case there is _____ inexpensive package specially for students this year. It will cost you _____ same as _____ II tier AC ticket.
- Madhavi : I seem to have no choice anyway. Can I book _____ return ticket by train? Please check _____ availability.
- Travel agent : When do you want _____ return ticket?
- Madhavi : My classes begin on _____ 3rd of January. So I must leave on _____ 2nd.
- Travel agent : There is _____ upper berth available in _____ Hyderabad Express. Is that fine?
- Madhavi : That would be great. Can you send _____ tickets to _____ Holy Mary College Hostel?
- Travel agent : I'll send them in _____ day or two.
- Madhavi : Thank you.

d. Insert a/an/the in the following conversation between Ajit and his mother.

- Mother : Ajit, isn't it _____ 3rd of _____ month already?
- Ajit : Yes mother, why do you ask? Have you forgotten something?
- Mother : _____ telephone bill must be paid today. Can you drop _____ cheque at _____ collection centre?
- Ajit : Ok. Give me _____ crossed cheque and _____ bill.
- Mother : Can you stop by at Besant Nagar Post Office and send this by speed post?
- Ajit : Is it _____ urgent letter? I don't think I have time for it today.
- Mother : No, it is not very urgent. It is only _____ greeting card for aunt Chitra for her birthday.
- Ajit : When is her birthday?

- Mother : It is on _____ 15th, _____ Sunday
actually.
- Ajit : We still have _____ week's time. I'll send
it tomorrow.

V. Writing

Task 3

a. Write dialogues for the following situations. Each dialogue should consist of at least ten exchanges. Use appropriate articles wherever necessary.

1. A conversation between a father and son who are at a bicycle shop to buy a bicycle.
2. Two neighbours who are discussing the weather.
3. A security officer at the airport trying to help an old lady board a flight.

b. Read the following passage with your partner and insert what is missing.

Old woman scrambles down gentle slope as our boat gets ready to leave. She waves to young man who is with us. He waves back with shy grin. Then, as boat begins moving, we notice that she is weeping. Tears running down her cheeks, she continues to wave as we move off down river.

Her name is Khatri Vasave. She lives in tiny village called Domkhedi, on banks of Narmada river in northern Maharashtra. Young man's name is Anil Kumar. He is from Pathanpara in Kannur District, Kerala. After few weeks here, he is returning to his home. In those weeks, Khatri has grown very fond of this tall engineer from Kerala. And that fondness has its roots, I suspect, in single bulb.

For here's what Anil and his colleague Madhu accomplished in this hamlet. They got here on July 15. They surveyed area and found small stream gurgling through hills few hundred yards from village. Enlisting help of villagers, they built one metre high, four or five metres long dam across stream. From resultant reservoir,

they laid pipe through trees and across slopes, to concrete tank halfway to village. From that tank, they ran another pipe steeply downhill about 30 metres, to little shed they built at bottom. In shed, they set up small turbine they had brought from Kerala, and fed pipe into it.

Finally, they strung wires from turbine to some huts in Domkhedi. A turn of valve one recent Tuesday, and there it was. On India's fifty-third birthday, for first time ever, electric bulb glowed in Khatri Vasave's hut. As also in few other huts. In mere one month spent here, Anil and Madhu had given these villagers what 53 years, 636 months of Indian governments had not.

Electricity. No wonder Khatri weeps to see Anil leave.

Just a thought!

Look at the world
You'll find it a puzzle
Look for an answer
And you'll find a million questions
Look within yourself
And you'll find a storehouse of solutions.

Unit - 14

Voice

Form : Active - Passive

Function : Affected/Beneficiary

I. Warm-up

Discuss the changes you see in the 1960 picture of Anna Salai in Chennai with the 2010 picture:



In 1960 there were bullock carts on the road.



Cars have replaced bullock carts in 2010.

II. Role play the following dialogues

- a. Teacher : Fill the flask with two chemicals.
Student 1 : Shall I heat the mixture now?
Teacher : Yes. Then take the temperature and record it.
Student 2 : I have, ma'am.
Teacher : Spray water on the flask to cool it.
Student 1 : Ok, ma'am.

- b. Policeman : Yesterday some people broke into the college office.
Reporter : What did they take?
Policeman : They stole a printer and three computers. And college supplies.
Reporter : Any other damage?
Policeman : They broke a window.
- c. Travel agent : You will be met at the airport by our local agent.
Traveller : That's great.
Travel agent : You will be taken to your hotel by car.
Traveller : Ok. What about my itinerary?
Travel agent : Your sightseeing will be handled by the agent, Sir.
Traveller : That's wonderful.
Travel agent : Hope you have a great trip.
- d. Boss : Sam, did you finish the report I gave you?
Assistant : I'm sorry, but the reports haven't been finished yet.
Boss : Why?
Assistant : I was given some other work by the manager.
Boss : I told you I was leaving by the night flight and wanted the report.
Assistant : I'll finish the reports right away, sir.

III. Grammar

A. Function

Look at these two sentences.

I learn English.

English is learnt by me.

Both sentences have almost the same meaning. In the first sentence the subject 'I', does the action (learn) or carries out the action of the verb. In the second sentence, the subject does not do anything. Something is done to it or it is affected by the action.

The first sentence is an example of active voice. The second sentence is an example of passive voice.

When we say what a person or thing does, we use an active verb.

My grandfather built this house.

We all speak English.

When we say what happens to a person or thing—what is done to them—we use a passive verb.

That house was built by my grandfather.

English is spoken by many Indians.

Some verbs cannot have passive forms. Intransitive verbs, such as *sleep*, *die*, *fall*, or *arrive*, which do not take an object, do not have a passive form. Also, stative verbs are not usually used in the passive.

We all have postgraduate degrees (NOT *Postgraduate degrees are had by us all*.)

I see what you mean. (NOT *What you mean is seen by me*.)

Many learners confuse active and passive verb forms because 'be' is used to make both passive verb forms and active progressive tenses.

Your request is being processed.

We are processing your request.

And past participles are used to make both passive verb forms and active perfect tenses.

The satellite was made in the USA.

Chetan has made a terrible mistake.

The passive voice is used

- a. When the agent of the action is either **unknown** or **unimportant**.
e.g. Raj was admitted to the hospital.
- b. In the description of scientific experiments, since it gives an impersonal tone.
e.g. The apparatus was set up.
- c. In reports and newspapers.
e.g. It is reported that the thief escaped on a cycle.
- d. Some passive sentences have this kind of beginning: 'It is hoped', 'It is said', 'It is alleged'.
e.g. It is alleged that the murder was committed by an inside person.
- e. Do not use a passive construction if it sounds awkward.
e.g. Cigarettes are being smoked by him.
- f. Do not use the prepositional phrase 'by + agent' in the passive unless it is justified.
e.g. Someone has picked my pocket.

B. Form

The passive is formed with the verb *be* (is/was/have been etc.) and the **past participle** (done/cleaned/seen etc.) The presence of a *be-verb* does not necessarily mean that the sentence is in passive voice. Another way to recognize passive-voice sentences is that they may include a "by the..." phrase after the verb; the agent performing the action, if named, is the object of the preposition in this phrase.

The change from Active voice to Passive voice.

I learn English.

English is learnt by me.

- 'English' which is the object in the active voice becomes the subject in the passive voice.
- 'I' which is the subject in the active voice, becomes the object of the preposition 'by' in the passive voice.
- The verb 'learn' in the active voice is changed into 'is learnt' in the passive voice.

The form of the passive verb is: ***be + verb in the past participle form.***

Here are some examples of different types of active sentences turned into passive.

Active	Passive
<i>A mosquito bit my brother.</i>	<i>My brother was bitten by a mosquito.</i>
<i>He did not pay the fees.</i>	<i>The fees was not paid by him.</i>
<i>Why did you scold her?</i>	<i>Why was she scolded by you?</i>
<i>Distribute the sweets.</i>	<i>Let the sweets be distributed.</i>
<i>Do they speak French?</i>	<i>Is French spoken by them?</i>

The table below shows how the verb is changed into its passive voice form in different tenses. Remember, only transitive verbs can be turned into passive because they take objects.

Tense	Active Voice	Passive Voice
The simple present	<i>Sita eats a banana.</i>	<i>A banana is eaten by Sita.</i>
The present continuous	<i>Sita is eating a banana.</i>	<i>A banana is being eaten by Sita.</i>
The present perfect	<i>Sita has eaten a banana.</i>	<i>A banana has been eaten by Sita.</i>
The simple past	<i>Sita ate a banana.</i>	<i>A banana was eaten by Sita.</i>
The past continuous	<i>Sita was eating a banana.</i>	<i>A banana was being eaten by Sita.</i>
The past perfect	<i>Sita had eaten a banana.</i>	<i>A banana had been eaten by Sita.</i>
The simple future	<i>Sita will eat a banana.</i>	<i>A banana will be eaten by Sita.</i>
The future continuous	<i>Sita will be eating a banana.</i>	<i>A banana will have been eaten by Sita.</i>
The future in the past	<i>Sita would have eaten a banana.</i>	<i>A banana would have been eaten by Sita.</i>

Rules for transitive verbs that take two objects – a direct object and an indirect object. In such cases the passive takes two forms.

e.g. Active : *They promised her a raise.*

Passive : 1. *A raise was promised to her.*
2. *She was promised a raise.*

Some other verbs that take two objects are:

teach, ask, refuse, pay, give, send, tell, show, lend,
allow, recommend, order.

IV. Task 1

a. Complete the sentences with the active or passive form of the verb as appropriate in brackets.

1. It _____ (believe) that the prices of essential commodities will fall.
2. We _____ (show) how to convert sea water to drinking water.
3. Hari Krishna _____ (elect) as the new president of the association.
4. Many people _____ (think) that the monarchy is redundant.
5. A computer lab _____ (set up) in the corporation school.
6. Cyclones often _____ (cause) destruction of human habitat.

b. Change the active to passive if possible. Some verbs cannot be changed.

1. A funny thing happened yesterday.
2. Irshan took the last wicket.
3. My dog died.
4. Gita dropped the plate.
5. It snowed heavily yesterday.
6. Who taught you English.

c. Select the verbs from the box to complete the news report.

Dozens rescued from flash floods

A major rescue operation is continuing in North Cornwall, where flash floods _____ a coastal village. Heavy storms on Monday afternoon caused 6 cm (2 ins) of rain to fall in two hours in the Boscastle area.

Seven rescue helicopters _____ to lift people stranded on rooftops and in cars to safety.

Rescue workers described the situation as "horrendous" as buildings and cars _____ into the sea, and up to 1,000 people may have to _____. Around six buildings _____ due to the force of the water, and over an estimated 50 cars _____.

had collapsed; were washed; had been swept away; were arranged; have devastated; be evacuated

Task 2

a. Write three clues about a person or thing using at least one passive in the clues. You could also give each student a slip of paper with a name of a person or thing for them to make clues for. Make them guess the person or thing with the help of the three clues. A variation is that the students hear the clues and then ask two or three more questions before they guess.

e.g. for a person

I was born in Rameshwaram.
I was a scientist.
I was elected President of India.
(answer: Abdul Kalam)

e.g. for a thing

I'm found in the sea.
I'm used for making jewellery.
I'm usually white in colour.
(answer: pearl)

b. Write down some changes in the town or city where you live over the past fifty years.

e.g. Many flyovers have been built.

Also list things that haven't changed.

e.g. The new stadium hasn't been opened.

V. Writing

Task 3

- a. You are on a trip to a historic spot. Complete the dialogue you have with the tourist guide (TG) using the verb in brackets in the passive form.

You : Who built this fort?
 TG : It was built by King Someshwar in the 16th century.
 You : It's beautiful. Why is that part of the fort broken down?
 TG : _____ (destroy) _____.
 You : _____ (see) many battles!
 TG : Yes. And the people who lived in it _____
 (evacuate) several times during invasions.
 You : But something must _____ (do) to maintain
 these monuments.
 TG : The Archaeological Association is now restoring the fort to
 its old glory.
 You : That's wonderful.
 TG : It will _____ (open) to the public soon.

- b. You are going to conduct a quiz for the college culturals. Make 10 questions—five each using the active and passive verb form as shown in the examples.

e.g. Name three countries where people speak English as their mother tongue.
 Where are the next Commonwealth Games going to be held?

- c. You are at the airport and there are new security arrangements. Complete the security checklist using passive verbs.

e.g. • Passengers are requested not to leave their luggage unattended.
 • Any sharp objects in checked baggage should be wrapped to prevent injury to baggage handlers.
 • Lighters with fuel are prohibited in checked baggage.

Just a thought!

The prevalence of the passive voice in government and industry and in science and technology amazes those who meet it for the first time. They find the following experience unnerving.

A director of training asked a consultant to confer with a foreign-born engineer who had learnt English while working for two years in the United States. When the consultant met the engineer, she apologized for her lateness.

"It is nothing," he replied courteously. "A cigarette was smoked and a book was read while waiting."

Unit - 15

Concord

Form : Subject Verb Agreement

Function : Concord

I. Warm-up

Using the words in the box below, frame as many complete sentences of your own. Do not make any changes in the words.

Shashi				
Ambika and Abhishek	the ministers	withdraw	love	
	remember	accept	relieve	people
know				
	you			
ice-cream	industry	motivate	support	
persuades		permit	plays	the students
denies				
The citizens	plans	staff	children	

II. Role play the following dialogues

a. Between a reporter and actress Sajini who has just won an award.

Reporter : Hello Miss Sajini. Congratulations on winning the Best Actress award for this year.

Sajini : Thank you! I am so grateful to my fans and the judges!

Reporter : What are your other projects?

Sajini : I play Jhansi Rani in a Malayalam movie and hope to do a film with Shabir Khan in the next few months.

Reporter : What do you think about the talents of the newcomers? There are so many of them now.

Sajini : Yes. All of them have special capabilities and each one of them is unique.

Reporter : Would you do a Hollywood movie if you get a chance?

Sajini : Of course I would! In fact I have a few offers. I do not wish to make any wrong decisions though.

Reporter : Good luck for all your future ventures Sajini.

Sajini : Thank you. I look forward to more awards!

b. Between Minu and Pravida who meet at a shopping complex.

Minu : Hello Pravida! You look beautiful today.

Pravida : Thank you. You look great too. Your saree looks gorgeous! Where did you buy it?

Minu : I always shop at Bali's. They have some exquisite collections.

Pravida : I go to Bali's too. I wonder which section has such sarees.

Minu : If you go to the second floor there is a section that says 'designer sarees'.

Pravida : Oh! That's where you get it! Are they costly?

Minu : The price ranges between Rs. 1000 and Rs. 4000.

Pravida : That is not very costly. I am off to Bali's now. Do you want to join me?

Minu : No. I have to pick up my son from school. Hope you find some nice sarees!

III. Grammar

A. Form

Concord is the agreement of the verb with the subject. How to make verbs agree with their subjects.

1. What are verbs and subjects?

Verbs are action words.

e.g. eat, sleep, talk, walk, do, buy are all verbs.

Subjects are the persons or things which are doing the action of the verb.

e.g. I eat; The dog sleeps; Chitra talks a lot; They walk to work.

The subject of a sentence can be singular (one) or plural (many).

e.g. The computer is old. (singular)
The computers are old. (plural)

2. What is verb-subject agreement?

The verb form can **change** depending on whether the subject is singular or plural.

B. Function

How does this work?

In regular verbs

	Singular	Plural
First person	<i>I like bananas.</i>	<i>We like bananas.</i>
Second person	<i>You like bananas.</i>	<i>You like bananas.</i>
Third person	<i>He/she/it likes bananas.</i>	<i>They like bananas.</i>

- Two or more singular subjects combined by **and**, take a plural verb.

Bananas and oranges are good for health.

- When the two subjects joined by **and** are treated as one unit, then a singular verb is used.

Idly and sambar is always available in Saravana Bhavan.

- When the two subjects joined by **and** refer to the same person, a singular verb is used

My guide and mentor is with me today.

- When two or more singular subjects are joined by **or**, **either . . . or**, **neither . . . nor**, the verb will be singular.

My sister or her husband is expected this evening.
Either Ramu or Somu is with the Principal.
Neither his mother nor his father is at home.

- When the two subjects connected by, **either . . . or**, **neither . . . nor** are of different persons, the verb agrees with the person of the subject nearer to it.

Either my sister or her husband is expected today.
Neither you nor I am wrong.

- When the two subjects connected by **either... or**, **neither... nor** etc., are of different numbers, the plural subject is placed second and a plural verb is used.

Either my sister or her daughters are expected to join the party.
Neither my brother nor my parents are in town.

- When two singular subjects are connected by **as well as** the verb will be singular.

Gita as well as her daughter, is a teacher.

Vocabulary as well as grammar is necessary to speak good English.

- If the two subjects connected by **as well as** differ in person or number or both, the verb agrees in number and person with the subject mentioned first.

My friend as well as her daughters is beautiful.

Ramya as well as her parents is invited.

- When two singular subjects are connected by **not only...but also**, the verb will be singular.

Not only my brother, but also my sister is a teacher.

Not only the President but also the Prime Minister is in Chennai today.

- When two subjects are joined by **with**, **together with**, **along with**, or **in addition to**, the verb agrees with the subject mentioned first.

The leader along with his followers has been welcomed.

The teacher, with her students is in the classroom.

- Titles of books which appear to be plural and singular nouns which have plural forms are also considered singular.

Grimms Fairy Tales is a favourite among children.

Mathematics is an interesting subject.

- When a singular indefinite pronoun acts as a subject, it always takes a singular verb. When a plural indefinite pronoun acts as a subject, it always takes a plural verb.

Everybody dreads going to the dentist.

I've tried nine dentists and several have failed to impress me.

Anyone who makes me feel at ease is a good dentist

<i>Singular</i>	<i>Either Singular or Plural</i>	<i>Plural</i>
everyone/everybody	any	both
anyone/anybody	all	many
someone/somebody	some	few
no one/nobody	most	several
each/much/one	more	
either/neither	none	

- Pay particular attention to the ones that are always singular or always plural. Remember that a modifying phrase or clause between the subject and verb doesn't change the number of the subject:

Nobody is waiting to see the doctor.

Nobody, who has been given an appointment is waiting to see the doctor.

Few have already left after seeing the doctor.

- A few indefinite pronouns agree with either singular or plural verbs, depending on the rest of the sentence.

More of that fruit is coming tomorrow.

More of those apples are coming tomorrow.

Problems with plurals in verb-subject agreement

- Sometimes the subject (the person or thing doing the action of the verb) may seem to be plural, because it is a 'collective noun'—a singular (one) noun that groups together many things or people.

e.g. *A swarm of bees* = *one swarm, containing many bees*

A pack of cards = *one pack, containing many cards*

IV. Task I

a. Fill in using the correct form of the verb given in the brackets.

- Our car, which finally has new tyres, _____ (to need) to be tuned up.
- Our cars, recently fitted with new tyres and seats, _____ (to need) to be tuned up.
- The tenants upstairs, constantly irritated by salesmen's calls, _____ (to yell) a lot.
- The other tenant, who keeps her own bicycle and dashes down the corridors, _____ (to yell) a lot.
- A cricketer who scores a century is awarded and _____ (to make) extra profits.
- Cricketers scoring centuries are awarded and _____ (to make) extra profits.
- My uncle who lives with his daughters _____ (to love) cricket.
- My uncles who live in Kerala _____ (to love) cricket.
- The motion of the boat and the sunshine _____ (to make) me dizzy.
- Either the motion of the boat or the sunshine _____ (to make) me dizzy.

b. Complete the following sentences using any one of the options given.

- Not everyone in these apartments _____ very comfortable. (feel, feels)
- In the cafeteria I met four students who _____ already taken that course. (have, has)
- The man who _____ the world record for the highest number of runs is Sachin Tendulkar. (hold, holds)
- Of all the planets in our solar system, Saturn, which _____ the second largest, is the least dense; in fact, it would float in any sea that was large enough to hold it. (are, is)
- Both Madhuri and Aiswarya _____ well. (dance, dances)
- But neither Madhuri nor Aiswarya _____ been included in today's programme. (has, have)
- Rishad doesn't think that there _____ any books that teach you motivation. (is, are)
- Maybe Latha or your brothers _____ met the woman who teaches English. (have, has)
- Veena is eager to tell everyone about the book that _____ changed her life. (have, has)
- One of the trainees in my class _____ that one can learn a language by living with the people who speak it. (believe, believes)

c. Write the verbs in the correct present form and use the cues to make sentences.

- How much / time / you take / to finish the exercise?
- When / the doctor / come / everyday?
- My brother / as well as my sister / live / in Delhi.
- Neither / them / speak / English.
- Half / the team / be / injured
- At the moment / United States / be / negotiating / with Asia.
- Customers / not like / being overcharged.

8. None of the programmes / be / worth watching.
 9. Each of the promises / been broken.
 10. Average earnings / be / coming down / this year.
- d. Use a word from the box and is / are / was / were, to complete the newspaper extracts. The first one is done for you.

police crowd guns team United States

1. The police are interrogating the suspects in Chicago.
 2. The _____ also being questioned.
 3. The FBI _____ expected in a day or two.
 4. The _____ seized from the murder site.
 5. The _____ keeping a close watch on the case.

Task 2

- a. Complete the news story with a suitable verb or auxiliary.

Patna's Super 30 fulfils IIT dreams of poor students

Patna : Additional Director General of Police (ADGP) Abhayanand and his partner and math whiz Anand Kumar _____ a coaching institute in Patna for poor children.

The institute _____ students for the Indian Institute of Technology Joint Entrance Exam (IIT-JEE) entrance test free of cost.

The Ashok Rajpath street in Patna _____ home to many coaching institutes and a haunt for the many students in Bihar hoping to crack various entrance exams and secure a bright future for themselves.

But there _____ another coaching institute. too, that is a league apart from all these.

The students here _____ mostly poor, and _____ housed, fed and coached free.

Boasting a success rate of almost 95 per cent in the IIT-JEE, it _____ called the Super 30 and it _____ run by Abhayanand and Anand Kumar.

While coaching his own children for the IIT entrance Tests in 2002, Abhayanand thought of the many underprivileged students who didn't have access to such facilities.

Yet he felt many could make it with just a little help and that is when he decided to set up Super 30.

"We wanted to help the children who _____ intelligent but who did not have enough money to pay for the IIT-JEE coaching fee. The fee is quite hefty," Abhayanand, an Indian Police Service officer, _____.

Anand Kumar, too, came from a poor family and knew the struggle of deprived students faced. So he decided to join Abhayanand.

And the results _____ for themselves. When the results for IIT-JEE 2003 _____ announced, 18 of the 30 students from the institute had made it. And in 2007, 28 students made it to IITs.

And as a testament to the teaching methodology at Super 30, the students _____ not on the basis of caste or quota, but sheer competence.

And every year, battling funds crunch and poaching by rival coaching institutes, Abhayanand and Anand Kumar _____ sure that at least 30 deserving students get a shot at making their dreams a reality.

- b. Meera goes to the doctor with her 16 year old daughter Maya. She gives a detailed account of their daily activities and diet pattern. Use the words in the box to complete the daily routine.

cereal juice dhal rice chapathi gym yoga water
walk fruits salad park sprout beach milk

Meera : Good morning doctor. This is my daughter Maya. Both of us want some advice on exercise and diet.

Doctor : I would be glad to help you. Can you tell me your daily routine?

Meera : I wake up early and go for a walk. Maya, however _____

Doctor : _____

V. Writing

Task 3

Write dialogues for the following situations in the present tense.

- A dialogue between Dhoni and Tendulkar on the batting strategies for that day's game.*
- A famous scientist who briefs his colleagues about his current project.*
- You share your dreams with a friend.*

Just a thought!

Everyone looks up on those who reach out.
No one likes anyone who spreads gloom.
Wear that smile that lights up the world
Be the torchbearer of a glorious future.