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Grammar unit 7

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Relative Clauses: (defining and non-defining) or (restrictive and non-restrictive)

Relative Clauses start with the relative pronouns: **who, whom, whose, which, that when, and where**. We use relative clauses to give additional information about someone or something without starting another sentence. The relative clause is placed immediately after the noun which it describes.

| | example sentences S=subject, O=object, P=possessive | notes |
|--------------------------------------|--|---|
| defining relative clauses | S - The person is my teacher. - He has phoned me recently. - The person who has phoned me recently is my teacher. - The person that has phoned me recently is my teacher. | That is preferable |
| | - The car was yellow. - It hit me. - The car which hit me was yellow. - The car that hit me was yellow. | That is preferable |
| | O - The person is my teacher. - I phone him every now and then. - The person whom I phone every now and then is my teacher. - The person that I phone every now and then is my teacher. - The person I phone every now and then is my teacher. | Whom is correct but formal. The relative pronoun is optional. |
| | - The car is old. - I drive it to work. - The car which I drive to work is old. - The car that I drive to work is old. - The car I drive to work is old. | That is preferable to which . The relative pronoun is optional. |
| | P - The student should stand up. - His phone has just rung. - The student whose phone has just rung should stand up. | |
| | - The police are looking for the car. - Its driver was masked. - The police are looking for the car whose driver was masked. | Whose can be used with things. |
| non-defining relative clauses | S - Mr. Smith is my teacher. - He is very kind. - Mr. Smith, who is very kind, is my teacher. | |
| | - The car exploded. - It was a taxi. - The car, which was a taxi, exploded. - The cars, which were taxis, exploded. | |

a- when

b- whose

c- who

d- which

8- An inventorinventions benefit people shouldn't be forgotten.

a- who

b- which

c- whose

d- where

9-Anyonehas information about the thief should inform the police.

a- who

b- which

c- whose

d- where

10- 1903 is the yearthe first transatlantic radio transmission took place .

a- when

b- which

c- whose

d- where

Do as shown in brackets:

1- I bought a new house. It is in Salmiya.

(Join using: **which**)

I bought a new house which is in Salmiya.

2- This is the new car. I bought it last week.

(Join using: **which**)

This is the new car which I bought last week.

3- The girl is in my class. She broke the window.

(Join using: **who**)

The girl who broke the window is in my class.

4- This man saw the thieves. They robbed the bank.

(Join using: **who**)

This man who saw the thieves robbed the bank.

5- Mr. Khalid is our headmaster. His son is a doctor.

(Join using: **whose**)

Mr. Khalid whose son is a doctor is our headmaster.

6- I know Waleed. His brother is an engineer.

(Join using: **whose**)

I know Waleed whose brother is an engineer.

7- In 1896, Marconi took his ideas to England. He gained the interest and support of important physicist in England .

(Join using: **where**)

In 1896, Marconi took his ideas to England where he gained the interest and support of important physicist.

8- Ahmed Zweil is a great scientist. His discovery won him the Nobel Prize. (Join: **whose**)

Ahmed Zweil whose discovery won the Nobel Prize is a great scientist.

9- The teacher was very pleased with me. He teaches us English.

(Join: **who**)

The teacher who teaches us English was very pleased with me.

10- The mansion seems very old. My cousin lives there.

(Join: **where**)

The mansion where my cousin lives seems very old.

Combine the sentences with relative clauses:

1- A monk is a man. The man has devoted his life to God.

A monk is a man who has devoted his life to God.

2- I have one black cat. His name is Blacky.

I have one black cat whose name is Blacky.

3- A herbivore is an animal. The animal feeds upon vegetation.

A herbivore is an animal which feeds upon vegetation.

4- Carol plays the piano brilliantly. She is only 9 years old.

Carol who plays the piano brilliantly is only 9 years old.

Grammar unit 8

Reported Speech (Indirect Speech)

If we report what another person has said, we usually do not use the speaker's exact words (direct speech), but reported (indirect) speech. Therefore, you need to learn how to transform direct speech into reported speech. The structure is a little different depending on whether you want to transform a statement, question or request.

1- Statements:

When reporting statements, check whether you have to:

- 1- Change pronouns
- 2- Change tenses
- 3- Change place and time expressions

| Tense | Direct Speech | Reported Speech |
|-----------------------|---------------------------------------|--|
| 1- present simple | "I speak English well." | He said (that) he spoke English well. |
| 2- present continuous | "I am living in London." | Ali said (that) he was living in London. |
| 3- present perfect | "I haven't seen Julie." | She said (that) she hadn't seen Julie. |
| 4- past simple | "I bought a car." | He said (that) he had bought a car. or He said (that) he bought a car. |
| 5- past continuous | "I was walking along the street." | Sami said (that) he had been walking along the street. |
| 6- past perfect | "I had taken English lessons before." | She said (that) she had taken English lessons before. |
| 7- will | "I will see you later." | He told me (that) he would see me later. |
| 8- can | "I can speak perfect English." | She said (that) she could speak perfect English. |
| 11- shall | "I shall come later." | She said (that) she would come later. |
| 12- should | "I should call my mother." | She said (that) she should call her mother. |
| 13- may | "I may be late." | She said (that) she might be late. |
| 14- must | "I must study at the weekend." | She said (that) she must study at the weekend. or She said (that) she had to study at the weekend. |

2- Questions:

We have two kinds of questions:

-Wh-questions:

When reporting wh-questions, check whether you have to:

- 1- Change pronouns
- 2- Change tenses
- 3- Change place and time expressions
- 4- Change the word order of the question

| Direct Question | Reported Question |
|--|---|
| "Where is your book?" | He asked me where my book was . |
| "What are you doing?" | She asked me what I was doing . |
| "Why haven't you listened to my advice?" | He asked me why I hadn't listened to his advice. |
| "Where did you live all this period?" | She asked me where I had lived/lived all that period. |

-Yes/no- questions:

When reporting yes/no- questions, check whether you have to:

- 1- Change Pronouns
- 2- Change Tenses
- 3- Change Place and time expressions
- 4- Change the word order of the question
- 5- Use "if / whether" before the reported question

| Direct Question | Reported Question |
|---------------------------------|--|
| "Can you call me tomorrow?" | He asked me if I could call him the following day . |
| "Have you ever been to Mexico?" | She asked me if I had ever been to Mexico |
| "Are you living here?" | She asked me if I was living there . |
| "Did you see this film?" | She asked me if I had seen/saw that film. |

3- Orders:

When transforming requests, check whether you have to:

- 1- Change pronouns
- 2- Change place and time expressions
- 3- Use "to" before the reported request and "not to" before the negative request

| Direct Order | Reported Order |
|--|--|
| "Do your homework now." | He ordered me to do my homework then . |
| "Don't waste your time on silly things." | He told her not to waste her time on silly things. |
| "Be on time!" | He told me to be on time. |
| "Don't smoke!" | He ordered us not to smoke. |

Note1:

When the reporting verb is in the simple present tense, we should pay attention that tenses are not changed when reported.

Example:

- "I live in a big city with my family."

He **says** (that) **he lives** in a big city with **his** family.

Note2:

There are many reporting verbs other than "**say, ask, tell and order**" like: explain, report, admit, promise, reply, confirm, prefer, like, want, warn, advise, ...

Examples:

- "I am late because of a sandstorm at the airport."

He explained that he was late because of a sandstorm at the airport.

- "We will come if we can."

They replied that they would come if they could.

Note3:

Requests can come sometimes in the form of yes/no-questions. In this case, we can report them in two ways:

Examples:

- "Can you give me your book, please?"

He asked me to give him my book.

Or

He asked me if/whether I could give him my book.

Note4:

The following table explains other changes when we report sentences:

| Direct Speech | Reported Speech |
|----------------------|---------------------------------------|
| today | that day |
| yesterday | the day before / the previous day |
| tomorrow | the next day / the following day |
| last night | the night before / the previous night |
| here | there |
| ago | before |
| now | then |
| this | that |
| these | those |
| I | he / she |
| we | they |
| our | their |
| you | I / me |
| my | her / his |

H.L.

Change the following sentences into indirect speech:

- "I will come back tomorrow."

Mr. Ahmed said (that) **he would** come back **the next day**.

- "We don't like fish."

They said (that) **they didn't** like fish.

1- "I am glad to meet you."

He told me **that he was glad to meet me.**

2- "We had lost our way to the park."

They said **that they had lost their way to the park.**

3- "I will be there in the café tomorrow."

He said **that he would be there in the cafe the next day.**

4- "Our teacher asks too many questions."

They said **that their teacher asked too many questions.**

5- "I will pay for your friend's ticket."

He told me **that he would pay for my friend's ticket.**

6- "I have forgotten to post my letters."

He told us **that he had forgotten to post his letters.**

Change the following wh-questions into indirect speech:

- "Where have you been?"

The father asked his son where **he had** been.

- "How long are you going away for?"

My friend asked me how long **I was** going away for.

1- "Where will you spend this weekend?"

My friend asked me **I would spend that weekend.**

2- "Where did you go yesterday?"

She asked me **where I had gone the day before.**

3- "Why are you laughing at me?"

He asked her **why she was laughing at him.**

4- "What do you want?"

She asked me **what I wanted.**

5- "When will you come to see us again?"

They asked **us when we would come to see them again.**

Change the following yes/no-questions into indirect speech:

- "Can parrots talk?"

Eman wanted to know **if/whether** parrots **could** talk.

- "Please, can I go out with my friends?"

Amal asked her mother **if/whether** she **could** go out with **her** friends.

1- "Would you like to go shopping tomorrow?"

Mariam asked her friend **if they liked to go shopping the next day.**

2- "Have you already been on holiday?"

Omar asked us **if we had already been on holiday.**

3- "Are you hungry?"

My mother asked me ...if I was hungry.

4- "Is she feeling alright?"

He asked me if she was feeling alright.

5- "Did you enjoy your holiday?"

Ali asked Mona if she had enjoyed her holiday.

6- "Does Eman work hard this term?"

She asked me if Eman worked hard that term.

7- "Do you want to go swimming with me?"

Khalid asked me if I wanted to go swimming with him.

Change the following orders into indirect speech:

1- "Copy these words into your notebooks."

He told us to copy those words into their notebooks.

1- "Study your lessons."

The teacher advised the students to study their lessons.

2- "Tell me the way to the hospital, please."

He asked me to tell him the way to the hospital.

3- "Open the door."

The teacher ordered me to open the door.

4- "Don't forget to bring my bag today?"

Mona warned me not to forget to bring her bag that day.

5- "Don't neglect your duties."

The captain ordered his men not to neglect their duties.

6- "Don't watch TV all day."

My mother advised me not to watch TV all day.

7- "Don't swim here."

He wanted us not to swim there.

8- "Study your lessons and don't waste your time."

The teacher advised the students to study their lessons and not to waste their time.

Phrasal verbs with get

Fill in the spaces with the correct phrasal verb from the list:

(get down to – get through - get on – get up – get over - get behind with)

1- If you get behind with mortgage payments, you might lose your home.

2- I find it extremely difficult to get down to doing any revision for examinations.

3- It took me ages to get over the bout of flu.

4- I tried calling her mobile phone, but I couldn't get through.

5- I get up at seven o'clock on weekdays, but lie in till noon at the weekend.

6- Our team players always get on well. I think this is important to win.

Indefinite Pronouns

Indefinite pronouns take the place of a noun, but not one particular noun.

**(somebody / nobody / everybody / anybody / something / nothing /
everything / anything / somewhere / nowhere / everywhere / anywhere)**

- 1- Alia gave that book to...somebody...and never got it back.
- 2- Everybody...can play the game as long as they follow the rules.
- 3- Nothing...on the agency's website is the valley mentioned.
- 4- Does...anybody...have a clue where the dog went?
- 5- Everybody...knows it is impolite to point at...anybody....
- 6- We can't stay here tonight. We'll have to go somewhere...else.
- 7- Somewhere...between these two extremes the truth will be found.
- 8- Marie told somebody...the secrets that went on at her house.
- 9- Somebody...called to tell me the horrible news.
- 10- We need to change and go somewhere...else to enjoy fresh air.
- 11- When I looked around the house, I did not see...anything...out of the ordinary.
- 12- During my trip to the mall, I did not see...anybody...I knew.
- 13- Did you go anywhere...else after finishing shopping?
- 14- If the money and profit is there, the food will mysteriously appear as if from...nowhere.
- 15- I knocked on the door, but there was not...anybody...there.
- 16- Ali walked in and handed the piece of paper to...somebody....
- 17- I really just needed some time away from...everybody....
- 18- Does...anybody...know a good place where I can go to get my nails done?
- 19-...Everybody...can plainly see that she was asking for trouble.
- 20- It didn't take long for the two sides to agree something...in between.
- 21- Somebody...really needs to come and mow my lawn.
- 22- Somebody...whispered in my ear, but when I turned around there was not...anybody...there.
- 23- After the festivities, everybody...was invited back to the house for the after-party.
- 24- Everything...is possible as long as you put your mind to it.
- 25- Every culture, ...everywhere... in the world, makes music.
- 26- Somebody...drank all the soda.
- 27- Everybody...loves to eat chocolate.
- 28- We can't stay here tonight. We'll have to go somewhere...else.
- 29- Everybody...has a special song buried somewhere...in their memory.
- 30- We never stopped...anywhere...for more than two or three days.

Write what you would say in the following situations:

- 1- Your brother always keeps the lights on and leaves the room
...Turn off the lights when you leave the room.
- 2- Your teacher asks you to suggest a way to avoid the spread of Bird Flu in Kuwait.
...Always wash your hands and wear a mask.
- 3- You had a serious problem and it was solved at last.

.....
Finally the problem was solved.
.....

4- Some of your classmates are spoiling the school walls with paints.

.....
You shouldn't spoil the school walls.
.....

Complete the missing parts of the following dialogue:

Ahmad: Would you like to go out for dinner or for a movie?

Bader: Either one, it is up to you.

Ahmad: How about going for a movie.....?

Bader: I really don't care, I just want to get out of the house.

Ahmad: Well, why don't we go for both.....?

Bader: I don't think it is a good idea to go to both places. I don't have much time.

Ahmad: Ok, I am hungry. Let's go for dinner. I know a good restaurant in the Gulf Street.

Bader: A good idea. when can we meet.....?

Ahmad: After 30 minutes from now.

Grammar unit 9

The Passive Voice:

The passive voice is used when the focus is on the action. It is formed by:

- 1- Putting the object in the place of the subject.
- 2- Inserting (Be + Verb3) into the sentence.
- 3- To say who did the action of the verb, we can add a by phrase.

| Tense | Active Voice | Passive Voice |
|--------------------|--|---|
| Present Simple | Ali writes an email every day. Ali writes emails every day. | An email is written every day (by Ali). Emails are written every day (by Ali). |
| Present Continuous | Ali is writing an email now. Ali is writing emails now. | An email is being written now (by Ali). Emails are being written now (by Ali). |
| Present Perfect | Ali has written an email. Ali has written emails. | An email has been written (by Ali). Emails have been written (by Ali). |
| Past Simple | Ali wrote an email yesterday. Ali wrote emails yesterday. | An email was written yesterday (by Ali). Emails were written yesterday (by Ali). |
| Past Continuous | Ali was writing an email. Ali was writing emails. | An email was being written (by Ali). Emails were being written (by Ali). |
| Past Perfect | Ali had written an email. Ali had written emails. | An email had been written (by Ali). Emails had been written (by Ali). |
| Future Simple | Ali will write an email. Ali will write emails. | An email will be written (by Ali). Emails will be written (by Ali). |

H.L.

Present Simple passive :

1. Many people visit the Kuwait Towers every year.

The Kuwait Towers are visited every year by many people.

2. Doctors give medicine to cure sick people.

Medicine is given by doctors to cure sick people.

3. Oil slicks ruin the beaches.

The beaches are ruined by oil slicks.

- 4- The maid cleans my room every other day.

My room is cleaned every other day by the maid.

Past Simple passive :

1. The earthquake destroyed the town.

The town was destroyed by earthquake.

2. Barry scored the winning goal.

The winning goal was scored by Barry.

3. The Chinese invented writing paper 5000 years ago.

Writing paper was invented by the Chinese 5000 years ago.

- 4- Rashid painted these chairs yesterday.

These chairs were painted yesterday by Rashid.

H.L.

Present Perfect passive:

- 1. Ali has seen a strange object in Al-Ahmadi.
A strange object has been seen in Al-Ahmadi by Ali
- 2. The government has built many schools in recent years.
Many schools have been built in recent years by the government.
- 3. She has broken the dishes by accident.
The dishes have been broken by accident by her.
- 4. We have studied English for 12 years.
English has been studied for 12 years by us.

Present Continuous passive:

- 1. The secretary is typing the letters now.
The letters are being typed now by the secretary.
- 2. The students are writing the lesson at the moment.
The lesson is being written at the moment by the students.
- 3. The doctor is examining the patients at present.
The patients are being examined at present by the doctor.
- 4- Ahmed is arranging the books on the shelves.
The books are being arranged on the shelves by Ahmed.

Change the following into passive:

- 1- Our neighbour gave me a lift.
I was given a lift by our neighbour.
- 2- They are sending the parcel by sea.
The parcel is being sent by sea by them.
- 3- They didn't punish him for what he did.
He wasn't punished by them for what he did.
- 4- They are building a very huge dam to prevent the floods.
A very large dam is being built by them to prevent the floods.

Prepositions

Prepositions – Time

| English | Usage | Example |
|-------------------|---|--|
| on | days of the week, occasions | on Monday |
| in | months / seasons time of day year after a certain period of time (when?) | in August / in winter in the morning in 2006 in an hour |
| at | for night for weekend a certain point of time (when?) | at night at the weekend at half past nine |
| to / till / until | telling the time marking the beginning and end of a period of time | ten to six (5:50) from Monday to/till Friday |
| till / until | in the sense of how long something is going to last | He is on holiday until Friday. |

Prepositions – Place (Position and Direction)

| English | Usage | Example |
|---------|--|---|
| in | room, building, street, town, country book, paper etc. car, taxi picture, world | in the kitchen, in London in the book in the car, in a taxi in the picture, in the world |
| at | meaning <i>next to, by an object</i> for <i>table</i> for events place where you are to do something typical (watch a film, study, work) | at the door, at the station at the table at a concert, at the party at the cinema, at school, at work |
| on | attached for a place with a river being on a surface for a certain side (left, right) for a floor in a house for public transport for <i>television, radio</i> | the picture on the wall London lies on the Thames. on the table on the left on the first floor on the bus, on a plane on TV, on the radio |
| through | something with limits on top, bottom and the sides | drive through the tunnel |
| to | movement to person or building movement to a place or country for <i>bed</i> | go to the cinema go to London / Ireland go to bed |
| into | enter a room / a building | go into the kitchen / the house |
| onto | movement to the top of something | jump onto the table |
| from | in the sense of <i>where from</i> | a flower from the garden |

Collective Nouns:

| Collective Nouns | | |
|------------------|------------|------------|
| audience | council | majority |
| class | department | minority |
| committee | faculty | public |
| company | family | team |
| corporation | group | staff |
| firm | jury | government |
| navy | crew | cabinet |

Collective Nouns are nouns which refer to groups of people. Collective Nouns are singular. However, they can take a singular or a plural verb.

Examples: audience, class, crew, family, government, staff,...

- Our team **is** playing really well at the moment.
- Our team **are** playing really well at the moment.

Grammar unit 10
'Should' 'Should have'

H.L.

USE

- We often use **should** to give advice:
*You **should** go home.*
(= I think going home is the right thing for you to do.)
*He **shouldn't** eat so many sweets.* (= I think eating a lot of sweets is the wrong thing for him to do.)
- We can use **should** to talk about the present or the future:
*We **should** leave now.*
*We **should** leave early in the morning.*
- We often use **should** with **I think ...** or **Do you think ...?**
*I **think** we **should** leave.*
***Do you think** I **should** write to him?*

When you go to Berlin, you **should** visit the palaces in Potsdam. *recommendation*
You **should** focus more on your family and less on work. *advice*
I really **should** be in the office by 7:00 AM. *obligation*
By now, they **should** already be in Dubai. *expectation*

Should + have + past participle

Use and meaning

We use should have + PP to criticize or give advice about something in the past:
The motorist **should have driven** more carefully.

Choose the right option:

- 1- I've got a terrible stomach ache. I.....all that food.
a- shouldn't had
c- should've had
b- should've has
d- shouldn't have had
- 2- I went to work yesterday, even though I felt ill. Today I feel even worse. I.....
a- shouldn't have stayed at home.
c- should have stayed at home.
b- shouldn't have went to work.
d- should have gone to work .
- 3- My kids are so spoilt. I should have..... with them.
a- been stricter
c- being stricter
b- stricted
d- been stricting
- 4- You didn't believe me, but I was telling the truth. You shouldme.
a- believed
c- have believe
b- have believed
d- have believing
- 5- He wasn't wearing his seatbelt, so he was injured in the crash. He should haveit.
a- wore
b- wearing
c- worn
d- wears

Grammar unit 11

Stative vs. Dynamic Verbs

1- Dynamic verbs:

Verbs which refer to actions are called dynamic verbs.

We can use them in simple and continuous tenses:

I usually *drink* coffee every morning for breakfast.

This morning I *am drinking* tea.

2- Stative verbs:

Verbs which refer to conditions or states are called stative verbs.

We do not usually use these verbs in continuous tenses:

I *believe* traffic pollution is bad for us. (Not I am believing)

Do you *know* where she lives? (Not Are you knowing)

We use stative verbs to express what we think or believe and how we feel.

This is a list of common stative verbs and example sentences:

a- Thinking Verbs

| | |
|--------------|---|
| ■ know | We don't <i>know</i> what to do. |
| ■ realize | Do you <i>realize</i> how disappointed I am ? |
| ■ suppose | I <i>suppose</i> she's spent all her money. |
| ■ understand | I don't <i>understand</i> much about science. |
| ■ agree | I <i>agree</i> with you. |
| ■ believe | He <i>believes</i> in everything he reads in the newspaper. |
| ■ expect | Do you <i>expect</i> to see him tomorrow. |
| ■ suspect | I <i>suspect</i> she's caught my cold. |
| ■ think | Do you <i>think</i> things are getting worse. |
| ■ reckon | I <i>reckon</i> to leave at 3 o'clock. |

b- Feeling Verbs

| | |
|--------|---|
| ■ fear | I <i>fear</i> the world is becoming a more dangerous place. |
| ■ hate | Some animals <i>hate</i> the rain. |
| ■ like | She <i>likes</i> animals. |
| ■ love | He <i>loves</i> activity holidays. |

We can use some thinking \ believing verbs in continuous tenses.

If we do this their meaning changes:

| | |
|--|-----------------------|
| I think we should protect wild animals. | (think = believe) |
| I am thinking about getting a bike. | (think = consider) |
| I expect things will improve. | (expect = believe) |
| I am expecting a letter from my penfriend. | (expect = wait for) |

H. Correct the following verbs in brackets:

1- When Ali (come) came..... Home yesterday, I (make) was making the supper. By six o'clock I (work) have been working..... for eight hours, so I (need) needed a good meal.

2- Mohammed (own) owns two different houses. He (like) likes to live in his house by the sea when the weather (be) is..... good, but in the winter he (prefer) prefers.. to live in the city.

3- When I (call) called Sarah, she said she (watch) was watching TV, so she (not want) didn't want.. to come out with me, so I (go) went..... to the club alone.

4- I (not understand) don't understand static and dynamic verbs. They (seem) seem.. very confusing. I (hate) hate..... them, because they are driving me crazy!

5- I (play) play..... tennis every Tuesday. Last week, I (play) played with John, a man I am (know) knowing from work, when a bird (fly) flew.. into the tennis net.

Adverb Clauses

An adverb may be a single word such as **quickly**, **here** or **yesterday**, or a phrase such as **the day before yesterday** or **to see my mother**. However, adverbs can also be clauses, containing a subject and a full verb. This page will explain the basic types of adverb clauses (sometimes called "adverbial clauses") and how to recognize them.

Adverbs, adverb phrases, and adverb clauses

Look at these sentences:

I saw the movie **yesterday**.

I saw the movie **on Friday**.

I saw the movie **before I went to the party**.

In the first sentence, "yesterday" is a one-word adverb, "on Friday" is an adverb phrase, and "before I left for Calgary" is an adverb clause. All of them answer the question "When?", but the adverb clause has a subject ("I") and a full verb ("left"). It is introduced by "before", so it is a **dependent clause**. This means that it cannot stand alone: "Before I left for Calgary" would not be a full sentence. It needs a main clause ("I saw the movie"). An adverb clause, then, is a dependent clause that does the same job as an adverb or an adverb phrase.

Types of adverb clause

There are many types of adverb clauses. Here are some examples of the most common types:

| Type | Example |
|------------|--|
| Place | Wherever there are computers, there is Microsoft software. |
| Time | After the fruit is harvested, it is sold at the market. |
| Cause | I didn't go to school because I was sick. |
| Purpose | She took a computer course so that she could get a better job. |
| Concession | Although Ali has a Master's degree, he works as a store clerk. |
| Condition | If you save your money, you will be able to go to college. |

As you can see from the examples above, most adverb clauses can be recognized because they are introduced by a particular word or phrase (such as "when" and "so that"). These words and phrases are called **subordinating conjunctions**, and there are many of them, including these:

| | |
|--------------------------------|--|
| Place | where, wherever... |
| Time | after, before, until, as soon as, when, once, by the time... |
| Cause | because, since, as, as long as, so long as, due to the fact that |
| Purpose | so that, in order that |
| Concession (opposition) | while, though, although, even though, whereas... |
| Condition | if, unless, whether |

Join the two sentences using the connectors in brackets:

H.L.

1- You will miss the bus. You run fast. (unless)
Unless you run fast, you will miss the bus.

...
 2- He buys a book every now and then. He loves reading, (because)
He buys a book every now and then because he loves reading.

...
 3- They saw the car coming. The birds flew away from the street. (once)
The birds flew away from the street once they saw the car coming.

...
 4- She has a business degree. She is working as a retail clerk. (although)
Although she has a business degree, she is working as a retail clerk.

...
 5- You must keep practicing sports. You become fit. (until)
You must keep practicing sports until you become fit.

...
 6- We must make reservations. We go on vacation. (before)

We must make reservations before we go on vacation.

7- Give us a call. You get back from your trip.

(when)

Give us a call when you get back from the trip.

8- I won't allow you to see that movie. You are old enough.

(even though)

Even though you are old enough, I won't allow you to see that movie.

9- I'll be working late. I'll eat downtown.

(since)

I'll eat downtown since I'll be working late.

10- Others saw the glass half empty. Barry saw it half full.

(while /

whereas)

Whereas others saw the glass half empty, Barry saw it half full.

11- The fireworks show will start. The sun goes down.

(after)

The fireworks show will start after the sun goes down.



Grammar unit 12

Reported Speech (Indirect Speech)

If we report what another person has said, we usually do not use the speaker's exact words (direct speech), but reported (indirect) speech. Therefore, you need to learn how to transform direct speech into reported speech. The structure is a little different depending on whether you want to transform a statement, question or request.

1- Statements:

When reporting statements, check whether you have to:

- 1- Change pronouns
- 2- Change tenses
- 3- Change place and time expressions

| Tense | Direct Speech | Reported Speech |
|-----------------------|---------------------------------------|--|
| 1- present simple | "I live in Kuwait." | He said (that) he lived in Kuwait. |
| 2- present continuous | "I am studying in France." | He said (that) he was studying in France. |
| 3- present perfect | "I haven't seen Julie." | She said (that) she hadn't seen Julie. |
| 4- past simple | "I bought a car." | She said (that) she had bought a car. or She said (that) she bought a car. |
| 5- past continuous | "I was walking along the street." | She said (that) she had been walking along the street. |
| 6- past perfect | "I had taken English lessons before." | She said (that) she had taken English lessons before. |
| 7- will | "I will see you later." | She said (that) she would see me later. |
| 8- would | "I would help, but..." | She said (that) she would help but... |
| 9- can | "I can speak perfect English." | She said (that) she could speak perfect English. |
| 10- could | "I could swim when I was four." | She said (that) she could swim when she was four. |
| 11- shall | "I shall come later." | She said (that) she would come later. |
| 12- should | "I should call my mother." | She said (that) she should call her mother. |
| 13- might | "I might be late." | She said (that) she might be late. |
| 14- must | "I must study at the weekend." | She said (that) she must study at the weekend. or She said (that) she had to study at the weekend. |

2- Questions:

We have two kinds of questions:

-Wh-questions:

When reporting wh-questions, check whether you have to:

- 1- Change the word order of the question
- 2- Change pronouns
- 3- Change tenses
- 4- Change place and time expressions

| Direct Question | Reported Question |
|------------------------------|---|
| "Where did you put my book?" | She asked me where I put / had put her book. |
| "What are you doing?" | She asked me what I was doing . |
| "Why are you late?" | He asked me why I was late. |
| "Where do you live?" | She asked me where I lived . |

-Yes/no- questions:

When reporting yes/no- questions, check whether you have to:

- 1- Change the word order of the question
- 2- Use " if / whether " before the reported question
- 3- Change Pronouns
- 4- Change Tenses
- 5- Change Place and time expressions

| Direct Question | Reported Question |
|---------------------------------|--|
| "Can you call me?" | He asked me if I could call him. |
| "Have you ever been to Mexico?" | She asked me if I had ever been to Mexico |
| "Are you living here?" | She asked me if I was living there . |
| "Do you like chocolate?" | She asked me if I liked chocolate. |

3- Orders:

When transforming requests, check whether you have to:

- 1- Change pronouns
- 2- Change place and time expressions
- 3- Use "to" before the reported request and "not to" before the negative request

| Direct Order | Reported Order |
|--|--|
| "Go to bed!" | He ordered the child to go to bed. |
| "Don't waste your time on silly things." | He told her not to waste her time on silly things. |
| "Be on time!" | He told me to be on time. |
| "Don't disturb me, please." | He ordered us not to disturb him. |

Note1:

When the reporting verb is in the simple present tense, we should pay attention that tenses are not changed when reported.

Example:

- "I want to go on a journey with my family."

He **says** (that) **he wants** to go on a journey with **his** family.

Note2:

There are many reporting verbs other than "say, ask, tell and order" like: explain, report, admit, promise, reply, confirm, prefer, like, want, warn, advise, ...

Examples:

- "I am late because of a sandstorm at the airport."

He explained that he was late because of a sandstorm at the airport.

- "We'll come if we can."

They replied that they would come if they could.

Note3:

Requests can come sometimes in the form of yes/no-questions. In this case, we can report them in two ways:

Examples:

- "Can you give me your book, please?"

He asked me to give him my book.

Or

He asked me if/whether I could give him my book.

Note4:

The following table explains other changes when we report sentences:

| Direct Speech | Reported Speech |
|---------------|-------------------------------------|
| today | that day |
| yesterday | the day before/the previous day |
| tomorrow | the next day/the following day |
| last night | the night before/the previous night |
| here | there |
| ago | before |
| now | then /at that moment. |
| this | that |
| these | those |
| ...days ago | ... days before |
| thus | so / in that way |

Read the following sentences carefully and correct the underlined mistakes. There are two mistakes in each sentence:

H.L.

- 1- A plan was putting by the government to carrying out the project
- put carry
- 2- The teacher advised the students not write on his desks.
- to write - their
- 3- Ali asked me don't tell anyone about my secret.
- not to tell his
- 4- An important issue about the country's future was being discussing by the politicians now.
- is discussed
- 5- Ali says I have travelled to London three times that year.
- he has
- 6- Ahmed said that the exam is being preparing for by us.
- was & prepared - him
- 7- Mona said to Omar that she was tried to phone my boss but she couldn't get through."
- trying her
- 8- The designers say that they would decorate the building after paint it.
- will painting
- 9- My teacher advised me do not waste time if I want to join the university
- not to waste wanted
- 10- The officer asked me show me my passport.
- to show him
- 11- My friend wanted to know when I am going to meet your new neighbours.
- was my
- 12- He asked her how long she has been marry.
- had & married
- 13- Salwa asked Ali if you traveled to Europe with my family last year.
- he his
- 14- They say we don't have disputes about something.
- they anything

Change the following sentences into indirect speech:

H.L.

- 1- "I was happy to finish my project."
He told me... that he had been happy to finish his project.
- 2- "We have lost our way to your flat."
They said to us... that they had lost their way to their flat.
- 3- "I will be here in the café tomorrow."
He said... that he would be there in the cafe the next day.
- 5- "I would buy Mercedes if I were rich."
He said... that he would buy Mercedes if he was rich.
- 5- "I'm visiting Paris next weekend"
She said... that she was visiting Paris next weekend.

Change the following wh-questions into indirect speech:

- 1- "Where will you spend this weekend?"
My friend asked me... where I would spend that weekend.
- 2- "Where did you go yesterday?"
She asked me... where I had gone the day before.
- 3- "Why are you laughing at me?"
He asked her... why she was laughing at him.
- 4- "What do you mean?"
She asked me... what I meant.
- 5- "When are you going to come to see us again?"
They asked... me when I was going to come to see them again.

Change the following yes/no-questions into indirect speech:

- 1- "Would you like to go shopping tomorrow?"
Mariam asked her friend... if she would like to go shopping the next day.
- 2- "Have you already been on holiday?"
Omar asked us... if we had already been on holiday.
- 3- "Are you hungry?"
My mother asked me... if I was hungry.
- 4- "Did you enjoy your holiday?"
Alia asked Mona... if she had enjoyed her holiday.
- 5- "Does Eman work hard this term?"
She asked me... if Eman worked hard that term.

Change the following orders into indirect speech:

- 1- "Tell me the way to the hospital, please."
He asked me... to tell him the way to the hospital.
- 2- "Open the door."
The teacher ordered me... to open the door.
- 3- "Don't forget to bring my bag today?"
Mona warned me... not to forget to bring her bag that day.
- 4- "Don't swim here."
He wanted us... not to swim there.
- 5- "Study your lessons and don't waste your time."
The teacher advised the students... to study their lessons and not to waste their time.