

A.

Read the following sentences and underline the *verbs* in different present tense forms. State the tense of each underlined *verb*. The first one has been done for you.

1. I am looking at the landscape.
2. The old man is snoring loudly.
3. He does yoga regularly.
4. She is dreaming of travelling in space.
5. The labourers are toiling hard.
6. The tortoise is sleeping in its shell.
7. The city wears a deserted look.
8. Sita is learning paragliding these days.
9. The mechanic has tried his best to repair the bike but to no avail.
10. The bell rings after every period.

Present continuous tense

Present Continuous Tense

Simple Present "

Present Continuous Tense

" "

" "

Simple Present Tense

Present Continuous Tense

Present Perfect Tense

Simple Present Tense

Have you any chocolates?

B.

Use appropriate form of 'be' and 'have' in the following sentences.

1. They are (be) planning to watch the match on television.
2. I am (be) going to the nearby park.
3. Ragini has (have) not broken this vase.
4. Sushil is (be) an intelligent boy.
5. They are (be) questioning him.
6. They are (be) in a hurry.
7. You are (be) a talented artist.
8. You have (have) contacted your friend it seems.
9. She is (be) going to Shimla for a few weeks.
10. I have (have) just made a cup of coffee.



He **is resembling** his father. ✗ (is incorrect)

He **resembles** his father. ✓ (is correct)

C. Fill in the blanks with appropriate *verbs* from the brackets.

1. Ganesh has (has, is having) a good collection of story books.
2. The cake tastes (tastes, is tasting) delicious.
3. He wishes (is wishing, wishes) me luck for my new assignment.

4. Mohan *forgets* (forgets, is forgetting) his identity card every second day.
 5. Naman *dislikes* (is disliking, dislikes) his new classmate.

FORMS OF PRESENT PERFECT TENSE

The form of present perfect tense is : has/have + past participle form of the verb

The negative form is : has/have + not + past participle of the verb.

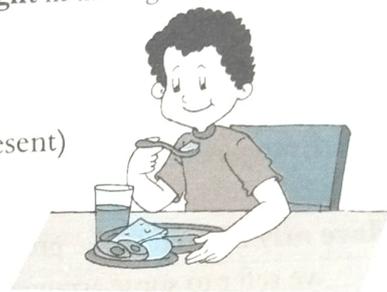
- Examples :** (a) He **has** just **finished** his project work. (b) They **have** **left** for Haridwar by car.
 (c) She **has not** **gone** to her friend's house. (d) They **have not** gone to the auditorium.

In interrogative sentences, we write : has/have + subject + past participle form of the verb +?

- Examples :** (a) **Has** he **eaten** breakfast? (b) What **have** they **brought** in the bag?

Here are sentences with verbs in different forms of the present tense.

- Examples :** (a) She **plays** badminton every evening. (simple present)
 (b) They **practise** javelin throw in the stadium. (simple present)
 (c) He **is studying** now. (present continuous)
 (d) She **is learning** to play the guitar. (present continuous)
 (e) Gaurav **has gone** on an expedition. (present perfect)



D. Read the following sentences and fill in the blanks with appropriate form of verbs given in brackets. The tense form is mentioned along with each sentence.

1. They *are joining* (join) me for lunch today. (present continuous)
 2. Boys *love* (love) to fly kites. (simple present)
 3. The sun *rises* (rise) in the east and *sets* (set) in the west. (simple present)
 4. The theatre festival *is beginning* (begin) in the coming weekend. (simple present)
 5. My friend *has finished* (finish) reading the novel. (present perfect)
 6. The sea waves *are lashing* (lash) on the seashore. (present continuous)
 7. I *have written* (write) the letter and posted it. (present perfect)

E. Rewrite the following sentences as directed. The first two sentences have been rewritten for you.

1. They are meeting today. (negative)

They are not meeting today.

2. She is travelling by bus. (interrogative)

Is she travelling by bus?

3. They are leaving for Kolkata soon. (interrogative)

3 - Are they leaving for Kolkata soon?

4. She plays the piano. (interrogative)

4 - Does she play the piano?

5. She is going out this weekend. (negative)

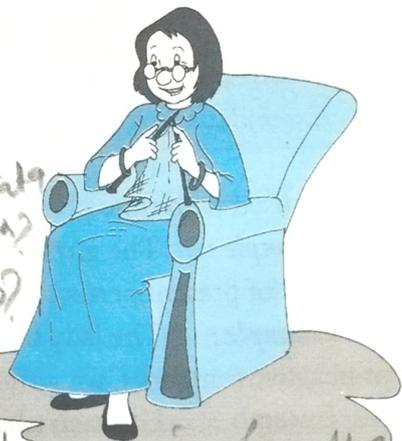
5 - She is not going out this weekend.

6. Students are rehearsing for the Sports Day. (negative)

6 - Students are not rehearsing for the sports day.

7. Grandma is knitting a cardigan. (interrogative)

7 - Is Grandma knitting a cardigan?



Have may be used in the present continuous tense when

- we refer to some arrangement for the future
- in sentences where **have** implies 'to take'

Example : They **are having** a gala party next week.

Examples : (a) She **is having** her breakfast.

(b) He **is having** a quick shower.

See, Look, Listen, Hear

See and **hear** are not action words and do not involve any intention of doing an action. **Look** and **listen** are action verbs and indicate intentional activities.

Examples : (a) I **see** a beggar on the footpath.

(b) I **hear** the announcement on the public address system.

(c) She is **looking** at me.

(d) Is he **listening** to me?

F. Fill in the blanks with *having, have, looking, see, hear or listen*.

1. My friends *have* their own mobiles.

2. He is *having* a healthy lunch.

3. I can *see* the mountains from here.

4. I am *looking* at the shawls on sale.

5. Did you *listen* to all that he had to say?

6. She can *hear* the loud music.

FORMS OF PRESENT PERFECT CONTINUOUS TENSE

The **present perfect continuous tense** is used to describe an action which started in the past and is still going on.

Examples : (a) The priest **has been praying** in the temple since morning.

(b) The child **has been playing** all day.

It is also used with time phrases like 'all day', 'all week', 'all the time', 'since' and 'for'.

Example : The girl **has been waiting** for her parents since morning.

The form of present perfect continuous tense is : have been/ has been + present participle.

Example : The lady **has been selling** coconuts for three years.

For negative sentences, we write : haven't been/hasn't been + present participle.

Example : He **hasn't been playing** football for five years.

In interrogative sentences, the first part of the verb is put before

G. Fill in the blanks with the present perfect continuous tense form of verbs given in brackets.

- Jeffrey Archer has been writing (write) a new novel for the last one year.
- Sagarika has been suffering (suffer) from viral infection since last Saturday.
- Tina has been trying (try) to learn French since she opted for it as the third language.
- She has been helping (help) her teacher after class everyday.

PRESENT CONTINUOUS OR PRESENT PERFECT CONTINUOUS TENSE ?

Sometimes, we express an action going on at present but do not specify for how long it has been going on. In such cases, we use the present continuous tense. But if we want to express for how long the action has been going on, we use the present perfect continuous tense.

- Examples :** (a) Rama is playing. (at present)
 (b) Rama has been playing for an hour. (she started playing an hour ago and is still playing)

VALUE CORNER

Nitin has been playing action games on the computer since morning.

- Identify the tense in the above sentence.
- 'Playing computer games continuously for hours can be harmful for your health.' Comment.

H. Fill in the blanks with verbs in the present continuous or present perfect continuous tense.

- The dog has been barking for half an hour. (bark)
- These days, she is learning to ride a bicycle. (learn)
- He is driving to the office now. (drive)
- The agitators have been protesting for a week. (protest)
- He is preparing to participate in the cycling race next month. (prepare)

I. Read the following passage and fill in the blanks with appropriate form of verbs in the simple present, present continuous, present perfect or present perfect continuous tense.

The patients have been waiting (wait) for an hour for the doctor to arrive. Some of them have (have) an appointment but there are (be) others who have come (come) for consultation without prior appointment. The receptionist is writing (write) down all the names in order. She says (say) that the doctor will reach the clinic any moment. Those waiting are (be) busy on the mobile or are reading (read) magazines. The clinic has been painted (paint) recently it seems as the walls look fresh and clean. Some patients have been waiting (wait) since 8 a.m. and are getting (get) impatient. It appears that the doctor has just arrived.



J. Fill in the blanks with verbs in different forms of present tense. Use the verbs given in brackets.

This is (be) the story of a brave girl who always helps (help) others. She plans (plan) to start a school and help girls of her age to learn martial arts. She has discussed (discuss) this in detail with her friends. She keeps (keep) herself busy these days. The girls have been responding (respond) well in the past few days and are showing (show) a keen interest to learn martial arts. She has approached (approach) an old martial arts instructor to take the class and he has agreed (agree) to do so.

(c) Kishu painted a portrait.

Kishu did not paint a portrait. (negative)

Did Kishu paint a portrait? (interrogative)

A. Fill in the blanks with appropriate form of verbs in the simple past, past continuous or past perfect tense.

1. She felt (feel) excited about the vacation while she was telling me all her plans.
2. She was (be) a tolerant person.
3. They had (have) not been punished.
4. He established (establish) a new record.
5. She had packed (pack) her things before she left.

B. Fill in the blanks with appropriate form of verbs given in brackets. The tense form is mentioned with each sentence. Note that the sentences form an interesting sequence.

1. There was (be) a beautiful shrine that stood (stand) beside the hill. (simple past tense)
2. Villagers visited (visit) the shrine regularly. (simple past)
3. Children often played (play) in its courtyard. (simple past)
4. Women was preparing (prepare) to decorate the shrine for the annual fair which was being celebrated with gaiety that day. (past continuous)
5. Vendors were arranging (arrange) various things which would be sold later during the day. (past continuous)

C. Rewrite the following sentences as directed. The first two sentences have been rewritten for you.

1. She was feeling well. (negative)
She was not feeling well.
2. Mother went to the market. (interrogative)
Did mother go to the market?
3. Reema played in the garden. (interrogative)
Did Reema play in garden?
4. Sabrina danced on stage. (interrogative)
Did Sabrina dance on stage?
5. Mona left for Kolkata yesterday. (interrogative)
Did Mona leave for Kolkata yesterday?
6. Vibha was teaching the children to draw the map of India. (negative)
Vibha was not



D. Rewrite the following sentences in both negative and interrogative forms. The first one has been done for you.

1. The train had left Kanpur station long ago.
The train had not left Kanpur station long ago. (negative)
Had the train left Kanpur station long ago? (interrogative)
2. The old man had left Goa long ago.
3. The chef had prepared vegetable biryani for dinner.
4. Sunidhi wrote an application for grant of leave.
5. The dancers were performing on folk songs.

in class



PRESENT PERFECT OR SIMPLE PAST ?

Both the present perfect tense and the simple past tense indicate an action completed in the past. However, there is a clear difference between the two. **The simple past tense expresses action that was completed in the past but is not connected with the present.**

Example : He lost his watch yesterday. (there is no link with the present)

The present perfect tense expresses an action that was completed in the past but is also connected with the present.

Example : He has lost his watch. (The action of losing the watch is linked with the present. He does not have a watch to use now.)

Simple Past	Present Perfect
<ul style="list-style-type: none"> • a past action • took place a long time ago • a time in the past 	<ul style="list-style-type: none"> • past action linked with the present (the present result of a past action) • took place a short time ago • a time up to the present

We should not use any expression of time indicating the past with the present perfect tense.

Examples : I **have seen** her. (present perfect tense)

I saw her yesterday. (simple past)

We should never write : I have seen her yesterday. ✗

(‘Yesterday’ indicates past time and ‘have seen’ expresses action in the present perfect tense.)

E. Fill in the blanks with the simple past tense or the present perfect tense form of verbs given in brackets.

1. She has worked with Mr Sharma earlier also. (work)
2. Bina called him up yesterday but he has not back yet. (call, not call)
3. Rajat has shifted to a new house but has yet to settle down. (shift)
4. Mother gifted him a black jacket yesterday. (gift)
5. The magician showed us some amazing tricks last Sunday. (show)
6. He answered the call instantly. (answer)
7. Nina has thrown a party today. (throw)
8. I throw a party this afternoon. (throw)
9. She has moved into her hostel. (move)
10. He checked into the hotel last evening. (check)

PAST PERFECT CONTINUOUS TENSE

It is used to indicate an action that occurred before a certain point of time in the past, had continued up to that moment and was still in progress at that moment or had recently finished. The tense tells us about the continuity of an action that took longer than some other action in the past.

Examples : (a) The players had been playing for three hours when I reached the playground.

event 1

event 2

(b) It **had been raining** heavily for hours when the fisherman **decided** to change plans and return home.

The form used for past perfect continuous tense is : had + been + -ing form of the verb.

Example : The acrobats **had been performing** for two hours before the show got over.

For negative sentences, we write : had + not + been + -ing form of the verb.

Example : The baby **had not been sleeping** for an hour when the dog barked and woke it up.

In interrogative sentences, the first part of the verb is put before the subject.

Example : **Had the acrobats been performing** for two hours before the show got over?

F. Fill in the blanks with verbs in the past perfect continuous tense.

1. The water has been boiling (boil) for thirty minutes before I turned off the gas.
2. The birds had been soaring (soar) high before it started raining.

3. John had been mowing (mow) the lawn well every Sunday before he went on leave.
4. Father had been reading (read) the newspaper before he had his breakfast.

Use of Since and For

Since and **for** are generally used with perfect continuous tenses. **Since** is used to indicate a point of time at which an action started. (It also indicates that the action continues till the present moment.)

Example : He had been swimming **since 6 am** before he left the club for home.

For is used to show the period of time for which an action has been going on.

Example : The patients **have been waiting** for two hours.

Use of Used To

Used to suggests that something often happened in the past but does not happen any longer at present.

Example : He **used to** teach my friend martial arts.

This indicates that he taught martial arts in the past but does not do so now.

Used to is never used to express an action in the present tense.

Forms of Used To

Positive : used to + root form of the verb in all persons

Example : She **used to** study in my school last year.

Negative : used not to/never used to

Example : He **never used to** take his medicines on time.

Interrogative : did + subject + use to +?

Example : **Did** he **use to** read the newspaper regularly?

Short answers are formed with did.

Example : Yes, he did.

G. Make a list of five things you used to do two years back.

Examples : (a) I **used to** wake up very early. (b) I **used to** paint with water colours.

H. Tick (✓) the correct options to complete the sentences.

1. He has not visited the doctor since/for Sunday.
2. She has been playing basket ball since/for an hour.
3. He has not slept since/for last evening.
4. I know them since/for I was a child.
5. The fire has been burning since/for three hours.

I. Read the following passage and fill in the blanks with appropriate form of verbs in the simple past, past continuous, past perfect or past perfect continuous tense.

The Phantom moved (move) slowly and silently. When it came (come) near him, Bhima almost collabse (collapse) because it seemed (seem) to spread gloom and misery.

It was shrouded (shroud) in a deep black garment and its face was concealed (conceal). Bhima stretched (stretch) out his hands to push it away and felt (feel) his throat choke.

He had not seen (not see) such a sight earlier. He was gasping (gasps) for breath and was (be) about to run for life while trying to push it away. But, he had woke (wake) up with a start and realised that he had been dreaming (dream) for a long time.

something in future)

- (b) There was heavy snowfall on the hills. Now, it is **going to** be chi
(prediction about future)

Form of going to : am/is/are + going to + root form of the verb

Examples : (a) Father **is going** to buy another television set today.

(b) It **is going** to be sunny today.

A. Fill in the blanks with going to form.

1. My mother *is going to knit* (knit) a cardigan for me.
2. The children *are going to visit* (visit) the zoo next week.
3. The mason *is going to repair* (repair) the dilapidated building.
4. My friends *are going to participate* (participate) in the quiz.
5. The shopkeeper *is going to offer* (offer) heavy discount during the festive season.

Difference Between 'Going to' and Use of 'Will/Shall'

We use **going to** form to express the intention of a person to do something in future something which is indicated by clear signs. We use **will/shall** to talk about actions that are in future, which are sometimes not in our control.

Will/Shall is also used to talk about future in a general way.

Examples : (a) The shops **will** remain closed every Sunday.

(b) He **is going to** visit an orphanage this week.

(c) The children **will be** thrilled to see you.

(d) It **is going to be** extremely cold today.

B. Read the passage given here and fill in the blanks with 'will'/'shall' or 'going to'.

Mobiles will be used by millions of people in remote areas within a few years. The government is going launch schemes which will benefit the underprivileged section and make calls much cheaper for them. They shall be able to communicate with their distant relatives and friends easily. This revolution will change the way people keep in touch with each other. An old woman from a distant village said, "I shall be able to talk to my grandchildren every day." Mobiles have definitely ushered in a new era of communication.

SIMPLE PRESENT TENSE AND FUTURE ACTIONS

Sometimes, the simple present tense is used to indicate an action that will take place in future. Such sentences usually do not have **will/shall** or **going to** forms. Verbs in the simple present tense are used to indicate a progressive action, plan or schedule arranged for the future. We can write it in two ways:

Examples : (a) The team **leaves** for Australia next week. **or** The team will leave for Australia next week.

(b) The conference **begins** tomorrow. **or** The conference will begin tomorrow.

PRESENT CONTINUOUS TENSE AND FUTURE ACTIONS

Sometimes, present continuous tense is used to indicate an action that will take place in future.

Examples : (a) Madhu **is painting** a bouquet of flowers on canvas for her next exhibition.

(b) My neighbours **are shifting** to another town by next month.

(c) I **am visiting** my friend in Cochin next winter.

Here, verbs in the present continuous tense are used to indicate an arrangement or plan for the future. The meaning is almost the same as **going to** form. But **going to** shows an intention to perform an action whereas the present continuous tense shows that some arrangement has already been made.

FUTURE CONTINUOUS TENSE FORM

We use : will be / shall be + ing form of the verb to express an action in the future continuous tense.

Examples : (a) The ship **will be sailing** to Singapore soon.

(b) The labourers **will be cleaning** the floor of this building after it is whitewashed.

The uses of future continuous tense are explained in the table given at the beginning of the chapter.

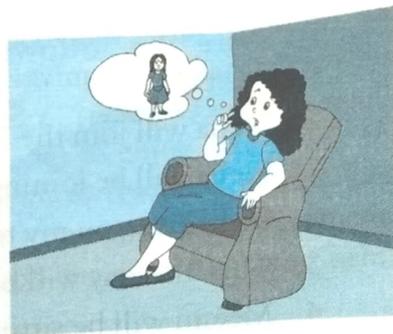
C. Fill in the blanks with verbs in the future continuous tense form.

1. Father will be leaving (leave) for office soon.

2. The mechanic will be repairing (repair) the fan today.

3. Heena will be waiting (wait) for her cousins in the evening.

4. Harish will be getting (get) a new study table from the market tomorrow.



FUTURE PERFECT TENSE FORM

We use : will have / shall have + past participle form of the verb to express an action in the future perfect tense. This tense is generally used with a time expression beginning with by : 'by that time', 'by next week' or 'by next month'.

Examples : (a) I **shall have** completed my project by afternoon.

(b) The gymnast **will have performed** in the stadium by evening.

The use of future perfect tense is explained in the table given at the beginning of the chapter.

D Fill in the blanks with verbs in the future perfect tense.

1. We hope that the sky (clear) by the time we set out on our journey. *will have cleared*
2. The clown (perform) at the circus before the acrobats come in. *will have performed*
3. The tailor (stitch) her dress by tomorrow. *will have stitched*
4. The woodcutter (cut) logs of wood before the night sets in. *will have cut*

FUTURE PERFECT CONTINUOUS TENSE FORM

We use : will/shall + have been + -ing form of the verb to express an action in the future perfect continuous tense.

Use of Future Perfect Continuous Tense

It is used to denote a continuous action with reference to some time in future. It expresses an action that will begin at a particular time in future, will continue up to that moment and will be in progress at that moment.

Examples : (a) He **will have been walking** on his own by the time the physiotherapist teaches him all the exercises.

(b) She **will have been baking** Christmas cakes much before her friends start preparing for the approaching festival.

Read this conversation between Mr Nagpal and the swimming coach.

Mr Nagpal : When will my son come out of the pool?

Coach : He **will swim** for another half an hour.

Mr Nagpal : **He will have been swimming** for two hours by the time he comes out and will be very tired.

E Fill in the blanks with appropriate verbs in the future perfect continuous tense form.

1. They (prepare) for their entrance examinations for one week before the, their forms. *will have been preparing*
2. My friends (watch) a movie before they leave for shopping. *will have been watching*
3. The college fest (go) on for many days before the exam schedule is announced. *will have been going*

F Rewrite the following sentences as per the guidelines given in brackets.

1. Neha will join the English Academy soon. (future continuous)
Neha will be joining the English Academy soon. *in class*
2. I will give you my textbook by next week. (future perfect)
3. This Tuesday will be a holiday. (is going to)
4. Meenu will be sitting in meditation for two hours. (future perfect continuous)

I shall give you my text book by next week.



5. She will make her bed after brushing her teeth. (future continuous)
6. They will pluck flowers before the gardener arrives. (future perfect)

G. Read the following sentences which indicate Neha's plans to become an astronaut. Fill in the blanks with appropriate form of verbs given in brackets in different forms of future tense. The tense form is mentioned with each sentence.

Neha wants to become an astronaut.

She will jog (jog) every morning and do yoga exercises to keep herself fit. (Simple future)

She will read (read) books on space, astronauts and their experiences. (simple future)

Her parents will be accompanying (accompany) her to the Space Centre in the city where scientists

will be selecting (select) candidates to be trained for their mission to Mars. (future continuous)

If selected, she will have achieved (achieve) her goal by next year when the space mission will be accomplished. (future perfect)

In **negative sentences**, we use **not** after 'shall' or 'will' in the simple future tense.

Examples : (a) I **shall not** pay you a visit.

(b) Mother **will not** go to office tomorrow.

(c) I **will not** go to the doctor's clinic today.

An **interrogative sentence** is formed with : will/shall + subject + root verb.

Examples : (a) Will she leave for Goa tomorrow?

will + subject + root verb

(b) Shall I help you?

shall + subject + root verb

Shall I help you?



H. Rewrite the following sentences in negative and interrogative forms.

1. He will send a bouquet on your birthday. on class
2. The children will sit quietly while watching the movie.
3. She will attend Science tuition classes next week.
4. Vinay will join college next month.

I. Read the following passage and fill in the blanks with appropriate form of verbs given in the brackets. You may use verbs in any form of past, present or future tense as required.

Have you ever wondered (wonder) why people usually crave (crave) for sugary or fatty snacks rather than nutritious food like fruits and vegetables? It is (be) not because of a 'sweet tooth' according to experts. It is not due to hunger but occurs (occur) due to various psychological factors like stress, anxiety, unhappiness. There are (be) many chemicals in the brain that are associated (associate) with this. Dopamine involves (involve) learning and concentration. When we experience something, dopamine is released (release). Other brain chemicals like opioids, give (give) feelings of enjoyment. This shows (show) that a combination of these factors help the brain to associate certain activities with pleasure and teaches (teach) us to do it again and again. Experts say that food cravings are linked (link) to prehistoric times when the brain's opioids and dopamine reacted (react) to create urge for high-calorie food as a survival mechanism. We are programmed (programme) to enjoy eating fatty and sugary food since ages. Today, we have (have) the same chemical reactions to this food. Scientists will research (research) more on the subject in the near future, to come out with remedies to control this urge. Today's children will enjoy (enjoy) junk food for years to come before something worthwhile is invented.

(c) **A rabbit** was pulled out.

(b) **It** was kept on the table by him.

In each of the above sentences, the subject is not the doer of the action, i.e., **a hat, it, a rabbit**. These sentences are in the **passive voice**. The verbs here are : **was taken, was kept** and **was pulled**.

A verb is in the passive voice when it tells us what is done to a person or thing. The subject is the receiver of the action in the passive voice.

A RECAP

In all the above examples, the action is passed on to an object. Usually, verbs that require direct objects as well as indirect objects, to complete their meaning are called transitive verbs and only these can be changed into the passive form. In sentence (d), there is no object. 'The children **clapped** loudly.' This sentence can't be changed into passive voice.

A. Read the following sentences and write whether they are in the active or passive voice. Underline the verb in each sentence.

1. The king crowned the prince as his successor. *Active*
2. Your mother teaches Science. *Active*
3. People elected him as their representative. *Active*
4. The sheep was chased by the wolf. *Passive*
5. Grandma narrated a story. *Active*
6. The children loved Jawaharlal Nehru. *Active*
7. Penicillin was discovered by Alexander Fleming. *Passive*
8. The song was composed by AR Rehman. *Passive*



B.

Refer to the table on pronouns and change the following sentences into the passive voice.

1. He sold the house. → The house was sold by him.
2. She caught the butterfly. → The butterfly was caught by her.
3. You packed the bag. → The bag was packed by you.
4. They are constructing a new bridge. → A new bridge are being constructed by them.
5. She is washing clothes. → Clothes are being washed by her.
6. They are painting the fence. → The fence is being painted by them.
7. She broke the vase. → The vase is being broken by her.
8. I embroidered a saree. → A saree was embroidered by me.



FEATURE

- When a transitive verb has two objects — direct and indirect object — then either of the objects can become the subject. Such a verb with two objects is called a **ditransitive verb**.

Example : Suman gave her a book. (active voice)

subject indirect object direct object

In passive voice, this sentence can be re-written in two ways:

- (a) She was given a book by Suman.
- (b) A book was given to her by Suman.

In these examples, both the direct object (book) or indirect object (her) can act as a subject in the passive voice. Passive form as given in (b) is more commonly used.

C.

Change these sentences into the passive voice and give two passive forms for sentences 2 and 3.

1. They compelled Raman to leave the house.

By whom **are** the devotional songs **sung**? (passive)

Who **are** the devotional songs **sung by**? (passive)

The second pattern is more in use these days.

Active voice : root form of the verb, sometimes with – s or es (decorates, does, sings)

Passive voice : is/are/am + past participle of the verb (is decorated, are wished, are sung)

D. Fill in the blanks with the passive form of verbs given in brackets.

1. Students are informed about the change in time table. (inform)
2. The patient is admitted to the ICU after the doctor's recommendation. (admit)
3. The guests are expected to reach the venue on time. (expect)
4. All the doors are locked at night. (lock)
5. By whom is the vegetable biryani prepared? (prepare)

E. Change these sentences from the active to passive voice.

1. Derek O'Brien conducts a quiz for the children of our school once every month.
2. Does the doctor give you strong medicines?
3. Who plays the casio?
4. The chef cooks exotic dishes everyday.
5. The teacher encourages children to perform well.

PRESENT CONTINUOUS

(a) Children **are reading** books in the library. (active)

Children **are being read** to in the library. (passive)

3. Has he told you the real story?
4. The gardener has pruned the bushes.
5. Who has scattered the garbage here?

SIMPLE PAST

- (a) The pilot **flew** the aircraft at a great height. (active)
The aircraft **was flown** by the pilot at a great height. (passive)
- (b) **Did** he **post** the letter? (active)
Was the letter **posted** by him? (passive)
- (c) Who **created** confusion in the class? (active)
By whom **was** confusion **created** in the class? (passive)

Active voice : past tense of the verb (flew, did post, created)

Passive voice : was/were + past participle form of the verb (was flown, was posted, was created)

H Fill in the blanks with the *passive form of verbs in the simple past tense*.

1. The event *was sponsored* by a popular brand of fast food. (sponsor)
2. She *was told* to clean the house properly. (tell)

- A classical song was presented by the singer. (present)
- The formula was taught by the teacher. (teach)
- The players were honoured by the minister in a public function. (honour)

I. Change these sentences from the active to passive voice.

- The artists showcased the paintings at the art gallery.
- The policeman questioned the suspicious-looking man.
- Who declared the result of the competition?
- Did he take your permission before he left?
- My brother gave me an iPod for a day.

in class

PAST CONTINUOUS

- (a) He **was driving** the car very fast when it skidded off the road. (active)
 The car **was being driven** very fast by him when it skidded off the road. (passive)
- (b) Were you carrying all the required things? (active)
Were all the required things **being carried** by you? (passive)

Active voice : was/were + -ing form of the verb (was driving, were carrying)

Passive voice : was/were + being + past participle form of the verb (was being driven, were being carried)

J. Change these sentences from the active to passive voice.

The clown was laughing at the clown.



- (a) **By whom** was the cup **broken**? (passive voice)
(b) **When** did you complete your work? (active voice)
When was the work **completed** by you? (passive voice)



P Change the following into the *passive voice*.

1. Which house did they paint?
2. When did you eat breakfast?
3. Who threw the ball at Nita?
4. Did you post the letter?
5. Does he like movies?
6. Did Kirti take all the books?
7. Does he recite poems?
8. Who composed this song?

Q Read the following passage and fill in the blanks with the *passive form of verbs* given in brackets and make delicious sandwiches at home.

Fresh slices of bread are taken (take). Butter is spread (spread) on the slices. Cucumber and tomatoes are washed (wash) before they are peeled (peel). The slices are placed (placed) on the buttered bread. The edges of the bread slices are cut (cut) after salt and pepper are sprinkled (sprinkle) on the slices of vegetables. The sandwiches are eaten (eat) fresh or are packed (pack) to be taken along.