UNIT 11 LESSON 18

TENSES – SIMPLE PAST AND PRESENT PERFECT

The Present Perfect Tense is used to:

1) Express an action having taken place in the past and continuing in the present.
   a) Preeti has studied in this school for ten years.
   b) Kaushik has known me since last year.
   c) I have not seen Shyam for several days. He has been busy.

2) To express an action which has just been completed
   a) My mother just returned from her trip.
   b) The insect bite has turned his hand blue.
   c) She has completed her needle work.

We use the present perfect tense like the simple past tense, to talk about completed actions. However, unlike the simple past tense which is used with definite time phases, we do not state the exact time of action with the present perfect tense.

<table>
<thead>
<tr>
<th>Simple Past Tense</th>
<th>Present Perfect Tense</th>
</tr>
</thead>
<tbody>
<tr>
<td>conducted a summer workshop for school students.</td>
<td>My teacher has conducted a summer workshop for school students.</td>
</tr>
</tbody>
</table>

3) To express recent actions when the time is not mentioned
   a) I have studied for the exam, but I am not confident.
   b) He has gone for a movie. He just left a few minutes ago.

4) We use the **Present Perfect Tense** and not the **simple** past tense with verbs of in definite time such as **already** and **just** to show completed actions and **yet** to show that an action is expected to happen but has not taken place at the time of speaking.
   a) Leading Software Company has signed an MOU with our college. (**completed action**)
   b) Have you ever noticed the colorful fish in my pond? (**did you notice them in the past?**)
   c) Used with lately, recently, never, ever, yet
      I have been busy lately.
      Have you ever seen a falling star?
      No, I have never seen one.
Tense is as follows:
(active voice) : subject + helping verb (has/have) + the past participle + object

**Present Perfect Tense in Affirmative sentences:**
With he, she, it and a singular noun, has is used.
   1) Pranav has travelled all over Europe.
   2) He has gone out.
   3) Somebody has stolen my bag.
   4) She has found a new job.
   5) She has finished her assigned work.

With I, we, you, they and plural nouns, have is used.
   1) I have been to England.
   2) We have done with the new assignment.
   3) I have never seen a movie.
   4) You have done a great job.
   5) They have had enough problems.

**Present Perfect Tense in Interrogative sentences:**
The helping verb is placed before the subject and the principal verb after the subject.
   1) Have you ever been to the USA?
   2) Has he returned home?

**Negative Sentences:**
   Not is placed between the helping verb and the principal verb
   1) She says that she hasn’t had any work to do since the morning.
   2) Haven’t you heard the sensational news?

The passive voice structure is:
Subject + helping verb (has/have been) + third form of the verb + by + object
   1) Sita has helped me (Active)
   2) I have been helped by Sita (Passive)
   3) You have written it (Active)
   4) It has been written by you (Passive)
SIMPLE PAST TENSE

1) We use simple past tense for an action or an event that occurred in the past and is finished at the time of speaking. To indicate the past we use adverbs or phrases of time such as the following: at one time, many years ago, in 2011, last month, later, once.

   a) I met my aunt yesterday.
   b) India won freedom in 1947.
   c) Valmiki wrote the Ramayana.
   d) Yamini left for New York yesterday.

2) We use simple past tense to express a habit or custom in the past.
   a) Every day he read the bible.
   b) They never drank whiskey.
   c) The old man went for walking regularly.
   d) She went to the church every Sunday during her school days.

3) Sometimes this tense id used without an adverb of time. In such cases, the time may be either implied or indicated by the context.
   a) I read the ‘Bhagavadh Gita’ during holidays.
   b) India defeated Australia in the world cup cricket.
   c) I finished my work.

4) We use used to + base form of the verb to refer to an action or an event which took place regularly in the past but which does not happen anymore.
   a) We used to play cards every Sunday while we were in college.
   b) I was a good dancer when I was in school.

The Narrative Past:

Annual day was celebrated at school yesterday. The XI students performed a western dance beautifully. XII students enacted a scene from Othello. A magic show was conducted. The magician showed many tricks. He placed a cap on the table, covered it with a cloth and waved a stick/magic wand over it. When he took off the cloth, the cap changed into a rabbit.

The underlined words are in past tense. The tense is used to narrate past actions or events which form a sequence. This is narrative past.

Note that in the case of Present Simple Tense, adverbs of frequency like always, usually, regularly, are associated with the simple past when it expresses a habitual or repeated action.
Unit 11 LESSON 19

Reported Speech

There are two ways of reporting what a person has said:

We may reproduce the actual words of the speaker.

1. Ravi said, “I am fed up with my job”.

The speech has been introduced by a reporting word said. This is called direct speech.

When we convey fully the sense but not the actual words of the speaker.

2. Ravi said that he was fed up with his job.

Note that the language is altered slightly but the meaning is conveyed fully.

The conjunction ‘that’ has been placed between the introductory (reporting) verb and the reported statement. The inverted commas (“ “) have been removed or omitted. There is no comma after the introductory verb said. This is indirect speech.

Points to be considered while changing a speech from direct to indirect speech:

You should consider:

a) The kind of each sentence in the speech whether it is declarative (i.e. a statement), imperative, interrogative or exclamatory.
b) The tense of the verbs.
c) The person of pronouns
d) The demonstrative adjectives and adverbs showing nearness in time or place. (Example: this, here)
e) The tense of the introductory verb. Indirect speech is however usually introduced by a verb in the past tense.

Reporting verb in the present tense:

Rule: if the reporting verb is in present tense, there will not be any change in the tense of the verb in the indirect form of narration.

1. Statement:
   Students say, “we are going for an excursion tomorrow”
   Students say that they were going for an excursion the next day.

2. Questions:
   The master says, “where is the map?”
   The master asks where the map is.
3. **Imperatives:**
   - He says to Rajiv, “do it”.
   - He orders Rajiv to do it.
   - He says to Ram, “do not swim in the sea”.
   - He advises Ram not to swim in the sea.

4. **A wish or exclamation:**
   - He says, “Ah! I am extremely lucky”
   - He exclaims that he is lucky.
   - My grandmother says, “Ah! My grandson is so cute!”.
   - My grandmother exclaims that her grandson is so cute.

**Reporting verb in the past tense:**

*When you report a declarative sentence, a question, a wish or an explanation in the indirect way, you may have to change the tense of the verbs in the reported speech.*

I. **In the indirect reported speech usually becomes a subordinate clause. Hence the rules of the sequence of tenses govern the verbs in it. Thus verbs in the direct speech have to be changed into a corresponding indirect speech. So its tense is not changed.**

   - She said, “I never tell a lie” – direct simple present
     - She said, that she never told a lie
   - Sita said, “I love chocolates”
     - Sita said that she loved chocolates.
   - Ram said, “I have won a price”
     - Ram said that he had won a price.

II. **The past indefinite changes into a past perfect and a past continuous into past perfect continuous.**

   - My brother said, “we moved to Delhi two years ago”
   - My brother told that they moved to Delhi two years ago
   - My servant said to me, “I was waiting for you”.
   - My servant told me that she had been waiting for me.

III. **The past perfect and the past perfect continuous tenses remain unchanged in the indirect narration.**

   - Shilpa said, “I had seen the principal an hour before the function”.
   - Shilpa said that she had seen the principal an hour before the function
   - Mohan said, “I had been reading a book all through the night”
   - Mohan said that he had been reading a book all through the night.
IV.  In the future tense, shall changes to should and will into would. However the more common practice is to change both shall and will into would.

Jothi said, “I shall dance well”
Jothi said that she would dance well
My boss said, “I will be arriving this evening”
My boss said that he would be arriving that evening

Change of pronouns and possessive adjectives:

The first person in the reported speech changes according to the subject of the reporting verb. The second person changes according to the subject of the reporting verb. The third person does not change in the indirect speech.

Change of pronouns:

<table>
<thead>
<tr>
<th>I</th>
<th>You, he, she, it</th>
</tr>
</thead>
<tbody>
<tr>
<td>We</td>
<td>You, they</td>
</tr>
<tr>
<td>You (singular)</td>
<td>I, he, she, it</td>
</tr>
<tr>
<td>You (plural)</td>
<td>We, they</td>
</tr>
<tr>
<td>Me</td>
<td>Me, you</td>
</tr>
<tr>
<td>Us</td>
<td>Them</td>
</tr>
<tr>
<td>My</td>
<td>Your, his, her</td>
</tr>
<tr>
<td>Our</td>
<td>Your, their</td>
</tr>
</tbody>
</table>

Adverbs and adverbial phrases of time:

Words denoting nearness in time and place are changed into words denoting distance.

<table>
<thead>
<tr>
<th>Direct speech</th>
<th>Indirect speech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today</td>
<td>That day</td>
</tr>
<tr>
<td>Tonight</td>
<td>That night</td>
</tr>
<tr>
<td>Last night</td>
<td>Previous night</td>
</tr>
<tr>
<td>Tomorrow</td>
<td>The next day</td>
</tr>
<tr>
<td>The day after tomorrow</td>
<td>In two days time</td>
</tr>
<tr>
<td>Yesterday</td>
<td>The day before</td>
</tr>
<tr>
<td>The day before yesterday</td>
<td>Two days before</td>
</tr>
<tr>
<td>Thus</td>
<td>In that way</td>
</tr>
<tr>
<td>Ago</td>
<td>Before, earlier</td>
</tr>
<tr>
<td>Last week</td>
<td>Previous week</td>
</tr>
<tr>
<td>Next week</td>
<td>The following week</td>
</tr>
<tr>
<td>A year ago</td>
<td>The previous year</td>
</tr>
</tbody>
</table>
Interrogative sentences:

In order to change the interrogative sentences into indirect form of narration, the following changes take place

- The verb said is changed into asked, enquired, queried, questioned, demanded, etc.
- The connective if is used in the negative sentences and whether is used in all kinds of interrogative sentences
- If an interrogative sentence begins with a preposition, the latter will still retain its position in the indirect form
- The helping verb shifts its position from before the subject to after the subject

Examples:

The master said to his servant, “have you cleaned the house?”
The master asked the servant whether he had cleaned the house
I asked the guard, “when shall we reach Mumbai?”
I asked the guard when we would reach Mumbai
The police asked a man, “what have you got in your bag?”
The police asked a man what he had got in his bag.
“shall I ever see him again?”, he wondered.
He wondered if he would see him again.

Exclamatory sentences:

- The reporting verb say is changed into exclaim cry out, regret, admit, confess, etc.
- The sentence becomes an assertive one and the sign of exclamation is replaced by a full stop.
- In most cases the conjunction that is used after the reporting verb

Examples:

They said “hurrah we have won the match”
They exclaimed that they won the match.
The king said, “alas! I have lost all my children”
The king exclaimed with sorrow that he had lost all his children.

Imperative sentences:

In order to change the imperative sentences into indirect speech the imperative mood has to be changed to infinitive mood. In addition the word said is replaced by advise,
command, request, plead, admonish, warn, suggest, forgive, threaten, forbid, solicit, propose, exhort, prompt, persuade, instruct, dictate and so on.

Examples:

i. He said to his peon, “shut the door”
   He ordered his peon to shut the door

ii. The teacher, “obey your parents”
    The teacher advised the students to obey their parents

iii. My friend said to me, “keep trying you will win”
    My friend encouraged me to keep trying so that I would win

iv. Dilip said to me, “let us go for shopping”
    Dilip proposed to me that we should go for shopping

Unit 11 – Lesson 19

Assignment

Rewrite the following sentences in the indirect speech using the following reporting verbs appropriately.

Request / deny / admit / complain / refuse

1) The convict said to the Inspector, “please allow me to see my sick father.”
2) The girl said, “I have not taken your golden necklace.”
3) The father said, “I am responsible for the child’s bad behaviour.”
4) The tourist said to the hotel manager, “there is too much noise in the neighbourhood at night.”
5) The minister said, “I will not apologise to anyone for this.”

Answers

1) The convict requested the Inspector to allow him to go and see his sick father.
2) The girl denied that she had taken the golden necklace
3) The father admitted that he was responsible for the child’s bad behaviour
4) The tourist complained to the hotel manager, that there was too much noise in the neighbourhood at night.
5) The minister refused apologise to anyone for that.