

P.7 ENGLISH GRAMMAR LESSON NOTES
TERM ONE

LESSON 1

DIRECT SPEECH

Direct speech means quoting the actual words spoken by a person. The speech marks are used to enclose the speaker's words (‘”) for example:

1) "I am a Nigerian," he said.
2) The teacher said, "We shall break up for holidays soon."

When writing direct speech, you should take note of the following.

a) A comma is used to separate actual words used by a speaker from the word or verb that reports e.g. said, asked, told me, requested, ordered, exclaimed.
b) The actual words begin with a capital letter.
c) The speaker's words begin with opening quotation marks and closes with closing quotation marks. (" …")
d) The quotation marks only enclose the actual speech and not the reporting verb.
e) A closing quotation mark is placed clearly away from the nearest punctuation mark, a comma, a full stop, a quotation mark, or an exclamation mark.

Exercise

Punctuate the following sentences correctly.

1. Juma said holidays is time to relax.
2. There are three holiday periods said the teacher.
3. We are making holiday plans they answered.
4. He said the term one holiday is shorter than the third term holiday.

5. Pupils should do house work during holidays said Martin.
6. I am watching a movie said Charlene.
7. You should learn computer during holidays said my aunt.
8. I am going to have holiday studies said Alvin.

LESSON II

Patterns of direct speech.

There are three patterns of writing direct speech. i.e. pattern I, pattern II, pattern III.

Pattern I

Reporting verb begins and end with speaker's words.

He said, "cl _____."

He said, "Every living thing needs a holiday."

They said, "We normally go for holidays in the village."

Pattern II

Begin with speakers words and end with the reporting word.

"cl _____," he said.

1. "I work with bank of Uganda," said Adrian.
2. "She will write her exams tomorrow," said Moses.

Pattern III

Refers to as broken sentence. The reporting verb comes in the middle of the sentence. (ie)

"CL _____," he said, "sl_____."

1. "I think," said Hary, "we shall go for holidays soon."
2. "Why," asked the headmaster, "haven't you done holiday work?"

Punctuate the sentences indicating the pattern used:

1. Please hand in your work said the class captain.
2. I think said Hanifa we shall go for holidays tomorrow.
3. Do you come here often he asked.
4. After holidays said Atim, we shall get ready for beginning of term exams.
5. I shall miss you when you have gone whispered James.
6. When is the term ending asked the nurse.

7. I think said Barry we shall have our end of year party on Friday.
8. The old lady said the new teacher teaches well.
9. I asked Patrick what do you want from here.
10. The P.E. teacher asked do you like football or netball.
11. I saw you take the sweets said the store man.
12. Please said the school boy politely take my seat.

LESSON III

INDIRECT SPEECH

This is reporting without quoting the words of the speaker for example.

D "I write to my penpal during holidays," said Brian.

IND Brian said that he wrote to his penpal during holidays.

D "I didn't get a holiday last year, "said Allen.

IND Allen said that he had not got a holiday the previous year.

Changes;

Make three major changes ie. i)

Time adverb changes.

ii) Pronoun changes iii)

Tense changes. 1) Time

adverb changes.

Direct	**Indirect**
1. today	that day
2. yesterday	the day before / the previous day.
3. tomorrow	the next day/ the following day.
4. yesterday afternoon	the afternoon before 5. last night the previous night
	the night before
6. here	there
7. ago	before
8. now	then

2) Pronoun changes

Direct	**indirect**
I	he/she
We	they

My	his/her
Our	their
You	me/us
This	that /the
Those	those/ the

3) Tense changes

When the reporting word is in the past simple tense, the present tense is changed to past.

a) Present simple – becomes past simple 1.
He said, "I am a teacher."

He said (that) he was a teacher.

2. "We are in our holidays," said the pupils The pupils said that they were in their holidays.

Do	more	oral	practice

EXERCISE

Change these sentences in indirect speech.

1. They said, "we walk to school every Monday."
2. The boy said, "we speak English while at school." 3. He said, "I bring coloured pencils in every art lesson."
4. " I take this to school every Thursday ," said Odeke.
5. "We go for holidays after exams," said Okello.

LESSON IV

When the reporting word is in present form i.e. says the tense doesn't change for example.

D "I plan my holiday activities before the end of the term," says Allen.
IND Allen says that she plans her holiday activities before the end of the term.
D She says "I play out door games during holidays."
IND She says that she plays out door games during holidays.

The present continuous becomes past continuous.

D (1) "I am planning my holiday activities," said Zoe.
IND Zoe said that he was planning his holiday activities.

2) "I am completing my homework now," said George.
George said that he was completing his homework then.

Exercise

Change the following sentences to reported speech. 1)
She says, "I am writing my holiday work.

2) She said, "I am writing my holiday work."
3) "I am taking these books home now," said Angella.
4) "We are driving home now," said Odota.
5) The calssmonitor said, "I am collecting the books after the lesson." 6) She said, "Joan is sleeping in the classroom today." 7) "Babirye helps her parents during holiday," says Kato.
8) "She is getting ready for her holiday," said Mary.

WEEK TWO

LESSON I

The present perfect tense.
The present perfect – changes to past perfect tense.
For example.

D (1) The teacher said, "I have marked my books." IND
The teacher said that he had marked his books.

D (2) "We have made our holiday plans," said the candidates.
IND The candidates said that they had made their holiday plans.

The past simple tense.

The past simple also becomes past perfect.
Examples
D "I met Obadiya in the holidays," said Oloya.
IND Olaya said that he had met Obadiya in the holidays.

D "I worked hard last year," she said.
IND She said that she had worked hard the previous year.

Exercise II

Change the sentence in indirect speech.

1) "I have lost the way to my father's farm Juma said.
2) He said, "I have designed your compound today." 3) "Nambasa has lost her ring," said Miriam. 4) Elna said, "I lost my bag yesterday." 5) He said, "My brother passed PLE last year.

6) I said, "I slept for a long time last Sunday."
7) The lazy boy said, "I didn't complete my holiday work."
8) The girl said, "the dog has bitten this baby today." 9) "I received this gift from my aunt yesterday," said Sarah 10) "The holiday has ended today," said Angella.

LESSON II

Structure

Hardly scarcely and Barely.

These structures take the helping verb 'had' and 'when' as a time adverb.

For example

1. Hardly had we got our reports when the bell for break rang.
2. Scarcely had they reached the stage when the bus left.
3. Hardly had I called on my penpal when he sent me a message.

Learners will be guided to do a lot of oral work using the structure.

EXERCISE

Rewrite the sentences using the structures (Hardly, scarcely or Barely)

1) The teacher read out the best mark. All the candidates clapped their hands.
2) We went home as soon as the headmaster addressed us.
3) The pupils sat down when they received their reports.
4) We all went to play immediately we heard the bell.
5) The learners saw a snake. They shouted loudly.
6) The form captain rubbed off the black board as soon as we completed the exercise.
7) The players started the game immediately the referee blew the whistle.
8) We ended the exam as soon as we heard the bell.
9) I wrote to my aunt the moment I received an a message.
10) We dispersed immediately we saw a stranger.

LESSON III

Given the future simple tense to change to indirect speech the 'will or 'shall' changes to would.

For example

1) D "We shall go for holidays next week," said Albert.
   IND Albert said that they would go for holiday the following week.

2) D "I will visit you during the third term holiday." Promised Menya
   IND Menya promised that he would visit me during the third term holidays.

3) D "We shall finish this lesson tomorrow," said the learners.
   IND The learners said that they would finish that lesson the next day.

EXERCISE

Change the sentences to reported speech.

1. "They will go camping tomorrow," said the guide.
2. She said, "I shall see him soon."
3. "We shall break up for holidays next week." Said Alvin.
4. "I will begin the journey from home," said Kakya.
5. "She will tell you the story" said Marian.
6. "I shall go alone to that shop," said the small boy.
7. "We shall meet at the function," said Golola.
8. "The dog will bite you if you shout," said the farmer.
9. "The visitors will find us there," mum said.
10. "He will stay with us during holiday," said dad.

LESSON IV

REPORTIGN QUESTIONS.

Questions that begin with wh, the question adverb must appear in the sentence in reported speech.

For example.

1) D "Why have you come late today?" asked the teacher.
   IND The teacher asked me why I had gone late that day.
2) D "Why is the baby crying?" asked mother.

IND Mother wanted to know why the baby was crying.

When the sentence begins with a helping verb e.g. has, have, had, is, are, was, were, you include if/whether in the reported speech sentence.

For example

(1) D "Have you already made the holiday plans?" asked Tendo.
IND Tendo asked me whether I had already made the holiday plans.

(2) D "Are the children in class now?" asked the headmaster.
IND The headmaster wanted to know whether the children were in class then.

Exercise

Change the question forms from their direct speech to indirect.

1) "Why haven't you come with your report card? asked the dad. 2) "Were you involved in the motor accident?" inquired Mirembe.
3) "How old are you?" she asked me.
4) "Who brought you to school yesterday?" she asked.
5) "How long does it take you to complete the exercise?" asked the teacher.
6) "What will you do during holidays?" my uncle asked me.
7) "Did you take your breakfast?" asked the nurse.
8) "Do you go to church every Sunday?" mum asked me.

CHANGING FROM INDIRECT TO DIRECT SPEECH

The same changes have to be made i.e. time adverb, tenses and pronouns.

For example

1) D "The teacher asked him why he didn't go on a trip.
IND "Why didn't you go on a trip?" the teacher asked him.
2) He told me that what I had heard was not true.
3) He asked me to tell him when the train would leave.
4) I wanted to know whether he had enjoyed the first term holidays.
5) He answered that his father is a doctor.
6) She said that her wedding would take place the following year.
7) The mourners said that they didn't have lunch.
8) They said that they didn't have enough time to complete their holiday work.

WEEK THREE

ADJECTIVES (Review what adjectives are)

LESSON ONE

Formation of adjects.

Adjectives can be formed from nouns by using suffixes ar, ive, -y, en, ible, al, ful, less.

Noun adjective crime criminal accident accidental energy energetic ancestor ancestral favour favourite angel angelic fool foolish athlete athletic fury furious beauty beautiful gold golden

Noun adjective crime criminal Bible biblical hero heroic centre central hygiene hygienic

circle circular industry industrious - industrial
credit creditable influence influential metal metallic music musical
nature natural person personal

Other adjectives can be formed by adding – ous

Noun adjective Courage courageous danger dangerous
disaster disastrous labour laborious
marvel marvellous

More formations in Junior English Revisions Pg (53 -54)

Exercise

Complete each sentence by inserting the adjective formed from the noun given.

1. The shop was situated in a _____ position. (centre)
2. Kampala is an _____ town of Uganda (industry)
3. The headmaster bought new _____ instruments.(music)
4. We had an _____ meeting in town yesterday. (accident)
5. We had a _____ event in the village (ceremony)
6. _____ areas get a lot of rain. (mountain)
7. What is your _____ meal. (favour)
8. The pilots _____ action saved the lives of many people. (hero)
9. Bujjagali falls are a _____ sight. (marvel)
10. We killed two _____ snakes. (poison)
11. The lady has lost her _____ diamond ring. (value)
12. There is a _____ cure for AIDS. (nature)
13. Where have you kept my _____jacket? (wool)

14. It is _____ to drive very fast at night. (danger)
15. To keep ourselves, we must do exercises daily. (health)

LESSON II

More formation of adjectives will be done.

Noun adjectives **Noun adjectives** dirt dirty triangle triangular coward cowardly volcano volcanic hunger hungry mercy merciful **Noun adjectives** **Noun adjectives** parent parental ocean oceanic pride proud poet poetical noise noisy rebellion rebellious urgency urgent service serviceable vacancy vacant suspicion suspicious skill skilful sun sunny

Activity I

Form adjectives from the following nouns

1. misery _____ 9. crime _____
2. caution _____ 10. sympathy _____
3. courage _____ 11. winter _____
4. disaster _____ 12. fury _____
5. grief _____ 13. nature _____
6. fable _____ 14. industry _____
7. fortune _____ 15. skill _____
8. method _____

Activity II

Complete the phrases, using the adjectives formed from the nouns.

1. A _____ sea (tempest)
2. _____ berries (poison)
3. A _____ cure (miracle)
4. A _____ suggestion. (sense)
5. A _____ sound (metal)
6. An _____ friend (influence)
7. An _____ home (an ancestor)
8. An _____ discovery (accident)
9. An _____ town (industry)
10. An _____ outing (expense)

LESSON III

Structure _____ looking forward to _____.

This structure is used to show that one is anticipating for something. For example

1. We are looking forward to getting our term one holiday.
2. They are looking forward to completing their holiday work.
3. We are looking forward to getting our report cards.
4. She is looking forward to having her end of year party with her parents.
5. Alex is looking forward to completing her course in engineering.

Learners will construct their own sentences using he structure.

Exercise

Re-write the sentences using ___ looking forward to ___

1. I am getting ready for my holidays.
2. We are getting ready to write our end of year exams.
3. Allen is eagerly waiting to see her aunt in December.
4. I am eager to hand in my holiday work.
5. Mary and Moses are eager to visit their uncle during holidays.
6. We shall see the headmaster on assembly.
7. The audience is eagerly waiting to listen to Christmas carols.
8. Mobutu wants to see Maureen play the xylophones.
9. I am eagerly waiting for our school to put up a speech day.
10. He is waiting to play the long drum in the play.

LESSON IV

Comparison of adjectives.

Adjectives are compared using three degrees ie. The positive, comparative and superlative degree.

Short adjectives take ---er for comparative and --- est for superlative degree.

a)

Positive	**comparative**	**superlative**
big	bigger	biggest
small	smaller	smallest
short	shorter	shortest
nice	nicer	nicest
long	longer	longest
pretty	prettier	prettiest

b) Some adjectives double the last consonant before adding –er and –est.

fat fatter fattest thin thinner thinnest big bigger biggest.

c) Those which change their 'Y' into i and then add er and –est

ugly uglier ugliest lofty loftier loftiest happy happier happiest

heavy heavier heaviest

d) Most two syllable and three syllable adjectives form their comparatives and superlatives by adding more and most respectively.

handsome more – handsome most handsome

ignorant more ignorant most ignorant

active more active most active.

Irregular comparisons

These change the whole word.

Positive	comparative	superlative
bad	worse	worst
good	better	best
late	later	latest
little	less	least
old	older	oldest
	elder	eldest
Many/much	more	most

Re-write the sentence giving the correct degree of the adjective.

1. Abdul is the _____ boy in our class. (fat)
2. This exercise is _____ than the previous one. (difficult)
3. Only the _____ lady will be selected for the prize. (pretty)
4. These mangoes are _____ than those. (sweet)
5. What is the _____ news? (late)
6. The giraffe is the _____ animal. (tall)
7. This is the _____ shirt in the shop. (good)
8. Today is the _____ day of the week. (hot)
9. Is it true that girls are _____ than boys? (intelligent)
10. Today's condition is _____ than that of yesterday. (bad)

11. July was the _____ month of the years (cold)
12. She is _____ than her sister. (beautiful)
13. James is _____ than her sister.(generous)
14. Ask him to move a little _____ (far)
15. Who scored the _____ runs in the match? (high)

WEEK FOUR
LESSON ONE
ORDER OF ADJECTIVES

When adjectives are used to qualify a noun. They must appear in a certain order.
N.B: Opinion objectives like beautiful, lovely, generally, come before factual adjectives.

The following order can be taken:
N – ominative
O – pinion
P
S – ize
H – ape/ eight
A – ge
C – olour
O – rigin
M – aterial
P - urpose

N.B: Adjectives with ing, normally come close to the noun e.g.
- an interesting book
- a lovely interesting book

1. I met a man in town. He was tall and fat. He was also light skinned. I met a fat tall light skinned man in town.
2. Our secretary is a kind lady. She is kind. She is also thin. Our secretary is a kind thin lady.

3. I saw a girl. She was dark-skinned. She was from Congo. She was young. I saw a young dark-skinned Congolese girl.

EXERCISE

Join the sentences without using who or and

1. My father arrested a man. The man was brown. The man was from India.
2. I solved numbers. They were good. They were fifteen.
3. He bought a bicycle. It was new. It was nice. It was for racing.
4.

See exercise in Revision English by Forrest.

WEEK FOUR
LESSON ONE
Question tags

Question tags are short responses demanding either yes or no. they are used when the speaker shows his opinion or belief or what he thinks. He now wants the listener to do nothing else but to agree with him.

There are two types of question tags and these are:- a) Positive/affirmative.
This is when the speaker's statement is negative and the question tag is positive. For example

1. I don't like swimming, do I?
2. I am not a Rwandan am I?
3. We didn't enjoy our last holiday, did we?

NEGATIVE
This is when the speaker's statement is positive.

1. I am a tall man, aren't I?
2. We had a nice holiday, didn't we?
3. She can write a formal letter, can't she?

Requirements of question tags.

- There must be a comma separating the statement from the questions tag.
- There must be a question mark at the end of every question tag.
- A question must begin with a small letter.

Supply a suitable question tag.

1. You are coming with us, _____?
2. Claire has not paid for the film, _____?

3. They play football every Sunday, _____?
4. He should write a letter, _____?
5. He is studying English, _____?
6. You will read his letter, _____?
7. He lives with his parents, _____?
8. I am better at tennis than he is, _____?
9. He must come today, _____?
10. Zedhi ate food quickly, _____?
11. She is kneeling down, _____?
12. They always work hard, _____?
13. You will write to him, _____?
14. It is raining, _____?
15. Bitu has many books, _____?

LESSON II

Affirmative question tags. Following the examples given, supply the right questions tags.

1. He mustn't come to see you, _____?
2. Macron didn't invent the telephone, _____?
3. You wouldn't like a sweet, _____?
4. He doesn't need this book, _____?
5. I didn't take your pen, _____?
6. She doesn't have money, _____?
7. I am not going with you, _____?
8. He does not like this idea, _____?
9. You don't write well, _____?
10. She never obeyed her parents, _____?
11. It doesn't last long, _____?
12. He can't drive that car, _____?

LESSON III need, dare, needn't used are not used supply question tags. Instead they take do, don't, does, doesn't, did, didn't.

For example

1. He dared to fight a leopard, didn't he?
2. You need to see a doctor, don't you?
3. She needs to write to her uncle, doesn't she?

4. I need to listen to elders, don't I?
5. Mr. Muledhu used to be our class teacher, didn't he?

The following model verbs remain in the tag that is must, ought

For example:-

1. You must complete your holiday work, mustn't you?
2. You mustn't come to school on Saturday, must you?
3. You ought to make a good holiday play, oughtn't of you?

Exercise

Supply a suitable question tag to the following sentences.

1. You needn't have left your books at school, _____?
2. They need to revise for the exams, _____?
3. She must write to her father, _____?
4. He dared to travel on water, _____?
5. She ought to check on her sick parents, _____?
6. He needs to improve on his spellings, _____?
7. You needn't pack those books in one bag, _____?
8. He wouldn't have missed the party, _____?
9. It was raining at that time, _____?
10. Mototo couldn't tell lies, _____?

LESSON IV Structure:

___ although __/___ in spite.

____ despite _____ but

These structures are used when you are talking about contrasts for example.

Okello is clever. He is lazy.

Clever and lazy are contrasts.

Study these sentences.

1. Although she passed the exams, she didn't go to the next class.
2. She didn't go to the next class although she passed the exams.
3. She passed the exams but she didn't go to the next class.

In spite of the fact that she passed the exams, she didn't go to the next class. N.B: these structures shouldn't be used in the same sentences.

Re-write the sentences using: although, despite, in spite or but

1. He was rich. He lived a miserable life.
2. Even if you ask him for help, he won't assist you.
3. She is my relative. She doesn't visit us.
4. The exams were difficult. We all passed with good grades.
5. My parents want me to study. They don't have enough money.
6. The policeman had a gun. The thief escaped.
7. Nelly revised hard. He didn't pass the exams.
8. He kept animals. He didn't give them enough care.
9. My grandfather didn't go to school. He speaks English fluently.
10. The baker had all the ingredients. The cake didn't taste nice.

WEEK FIVE
LESSON I
NOUNS

Review what nouns are.

Types of nouns.

These include

- Proper nouns
- Common nouns
- Collective nouns
- Abstract nouns

Proper nouns

These are particular names of people, places, mountains (Mt. Elgon), rivers (River Nile), countries (Uganda).

Common nouns

These are names of ordinary things e.g. city, town, school, village, hospital, country, etc.

Collective nouns.

A collective noun is a group name of people or things. e.g.

A team of players.
A flock of birds A
block of flats.
A bevy of beautiful girls
A fleet of ships

A herd of cattle
A bouquet of flowers
A bench of magistrates
A choir of singers
A bunch of keys
A crew of sailors
A board of directors A
host of Angels
A company of directors.
A congregation of people in church.
More practice in Jr. Eng. Revised.
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Exercise I
Supply a collective noun to complete each phrase.

1. A _____ of ships
2. A _____ of sailors
3. A _____ of cattle
4. A _____ of sheep
5. A _____ of vehicles
6. A _____ of fish
7. A _____ of bees
8. A _____ of soldiers
9. A _____ of flowers 10. A _____ of firewood.
11. A _____ of monkeys
12. A _____ of stamps
13. A _____ of thieves
14. A _____ of Bishops
15. A _____ of wolves.

More practice in Jr. Eng. Revised.

LESSON II Abstract nouns:
These are names of ideas or feelings e.g. kindness, stupidity, happiness, cleverness, etc.

FORMATION OF NOUNS

Nouns can be formed from verbs, adjectives, and even from nouns. This is done by using suffixes.

Nouns from verbs are formed by using the following suffixes, ment, tion, ance, al, age, ence.

Study the following examples

Verb	**noun**
enjoy	enjoyment
manage	management
commence	commencement
judge	judgment
move	movement
postpone	postponement

tion

abolish	abolition
create	creation
pronounce	pronunciation
converse	conversation
oppose	opposition
publish	publication

sion

admit	admission
permit	permission
omit	omission
divide	division
extend	extension
persuade	persuasion
transmit	transmission

ance

assist	assistance
perform	performance
resemble	resemblance

resist	resistance
appear	appearance

More formations in Junior English Revised. Pg 30

EXERCISE

Complete the sentences with the correct noun formation.

1. They played enough _____ to their supervision. (loyal)
2. They went for _____ in Dubai (busy)
3. His _____ prevented us from talking the truth. (cruel)
4. _____ of work wastes times. (repeat)
5. The new road had a good _____(expand)
6. Musa's _____ over the matter was very good. (reveal)
7. It was her _____ that enabled her to win the case. (innocent)
8. Katono's rapid _____ is surprising everybody. (grow)
9. He was very weak at his _____. (child)
10. The manager gave me a _____ of five hundred thousand shillings. (lend)
11. Mary's _____ to Womono was the poorest. (mary)
12. He was very stubborn during his _____ (young)
13. Their _____ didn't last long. (friend)
14. There is _____ of food in Bushenyi. (scarce)
15. She has already made the _____ for the job. (apply)

LESSON THREE

Formation of nouns.

More practice will be done stupid/stupidity.

true - truth

curious - curiosity clean - cleanliness repeat - repetition close - closure

please	-	pleasure
modern	-	modernity
organize	-	organization.
admire	-	admiration
advertise	-	advertisement
complete	-	completion
conclude	-	conclusion
explain	-	explanation
explode	-	explosion
expel	-	expulsion
measure	-	measurement

employ	-	employment
continue	-	continuation

More exercises for practice.

Use the correct form of the word to complete the sentences.

1. Their _____ resulted into a quarrel. (argue)
2. The teacher's _____ was not clear. (explain) 3. She left school without _____ (permit)
4. It is my _____ host you in my home. (please)
5. The _____ took place in Masai land. (rebel)
6. Our doctor is a very _____ person. (competence)
7. I shall take the _____ given by the headmaster. (advise)
8. We are looking for _____ as we put security light. (safe)
9. She was unhappy because of his _____. (poor)
10. The Northern by pass _____ left many people homeless. (extend)
11. The president sent a four man _____ to Nairobi. (delegate)
12. Our _____ letters were sent through the post office. (admit)
13. The rain delayed the _____ of the plane. (fly)
14. The _____ of the train made us reach late. (depart)
15. You don't have full _____ over that car. (own)

LESSON FOUR

Using --- need ---, --- needn't --- needn't have ---.

--- need --- is used to show a necessity.

For example

1. I need to write a letter to my aunt.
2. They need to post their letters before 4:00 O'clock.
3. She needs to learn how to write an informal letter.
4. You need to buy a stamp and put on your letter before posting it.

--- needn't ---

When you want to remove the necessity you use needn't.

Study these sentences.

1. I needn't write a letter to my aunt because she is out of the country.
2. They needn't post their letters because the post master is going to take them.

Note: --- need--- and ---needn't are used in present simple tense.

The past form of needn't is didn't need to.

For example

1. I didn't need to post my letter. (This means that I didn't post the letter)
2. She didn't need to post her letter.

--- needn't have ---

This means that something was done but there was no need for it to be done.
For example

1. It wasn't necessary for you to write to your aunt. Using --- needn't have ---.
   You needn't have written to your aunt.
2. It wasn't necessary for her to post the two letters. She needn't have posted the two letters.
3. It is not necessary for you to leave early.
   You needn't leave early. (The action is not yet done).

Practice the following sentences. (Remove the necessity)

1) He needs to know the parts of an informal letter. Use --- needn't ---
2) You need to read through the whole letter. Use --- needn't --- 3) Moses needs to include the reason for writing the letter--- needn't --- 4) It isn't necessary for you to keep all these books --- needn't --- 5) They needn't put their letters in the envelope. Use --- necessary ---.
6) I needn't put the receiver's address as it is an informal letter.
7) It wasn't necessary for the teacher to give us extra work. Use --- needn't --- 8) We needn't have spent all that money on transport. Use --- necessary ---

9) It wasn't necessary for me to ask him his name. use --- needn't --- 10) You needn't have gone to the post office on Sunday. Use --- necessary ---

WEEK SIX (LESSON ONE)
PASSIVE AND ACTIVE VOICE

Active voice: here we are interested in the doer where as in passive we are interested in the object and the section of the verb.

In passive voice we use past participles.

The passive with the present simple tense.

Object + is/are + part 3 doer if necessary.

Study the examples.

A Mr. Nkamba sets the midterm exams.

P The midterm exams are set by Mr. Nkamba A a supervisor manages the conduct of an exam.

P The conduct of an exam managed by a supervisor.

A lot of oral work will be done.

Practice

Change the following sentences to passive voice.

1. The deputy manages the conduct of academic programs.
2. The candidates are writing an examination.
3. He does homework everyday.
4. He is doing homework now.
5. The UNEB secretary releases PLE results every year.
6. Victor is washing my car.
7. They are arranging the hall for an examination.
8. Philip is carrying away the examination papers.
9. Joy teaches English everyday.
10. The hens lay eggs in the basket.

LESSON II

The passive with the present perfect tense.

Object + has/have been + parts 3.

Study the following sentences.

A Maria has drawn a nice picture.

P A nice picture has been drawn by Marial.

A The invigilator has stopped the examination.

The passive with the past simple tense.

Object + was/were+ part 3 + does if necessary.

A The candidates did the beginning of term exams.

P the beginning of term exams were done by the candidates.

A The teacher punished the stubborn boy.

P The stubborn boy was punished by the teacher.

Practice

Change the sentences into their passive form.

1. The learners have done the holiday work.
2. The learners did the holiday work.
3. The pupils did the English paper yesterday.
4. The farmer has milked the cows.
5. Daphine has sung the school Author.

6. The residents have protected the environment. 7. Our team played netball on Sunday
8. The tailor has mended the shorts.
9. The bees stung the two boys.
10. The gatekeeper has kept the keys.

LESSON THREE

The passive with the past continuous tense.

Object + was/were being + part three + doer.

A Mwanje was making the holiday program.
P The holiday program was being made by Mwanje.
A The candidates were writing an examination.
P An examination was being written by the candidates.
A A hen was laying an egg.
P An egg was being laid by the hen.

The passive with the future simple tense.

Object +will/shall be + part 3 + doer in necessary.

Study the following sentences.

A My aunt will post a letter tomorrow.
P a letter will be posted by my aunt tomorrow.
A The invigilator will conduct the examination process.
P The examination process will be conducted by the invigilator.
A Mr. Magero will teach us formal letters tomorrow.
P We shall be taught formal letters tomorrow.

Practice

Write the passive form of the following sentences.

1. The headmaster was addressing the school.
2. My mother was preparing lunch.
3. The children were making kites yesterday.
4. My father will sell all the eggs to the market.
5. The dog will chase the stranger.
6. The teacher will punish the children without holiday work.
7. She will buy the wedding gown next week.
8. The carpenter was making new tables.
9. The policeman was arresting the criminal.

10. The waitress will prepare the dinning hall.

LESSON FOUR

Changing from passive to active voice.

Here the object becomes the subject and the subject become the object. The particles are changed back to the corresponding tense.

Study the following changes.

P Meals are served by the waitresses A

The waitresses serve the meals.

P The dough is being kneaded by the baker.

A The baker is kneading the dough.

P A formal letter has been written by Tom.

A Tom has written a formal letter.

P The reports were written by the assistant class teacher. A

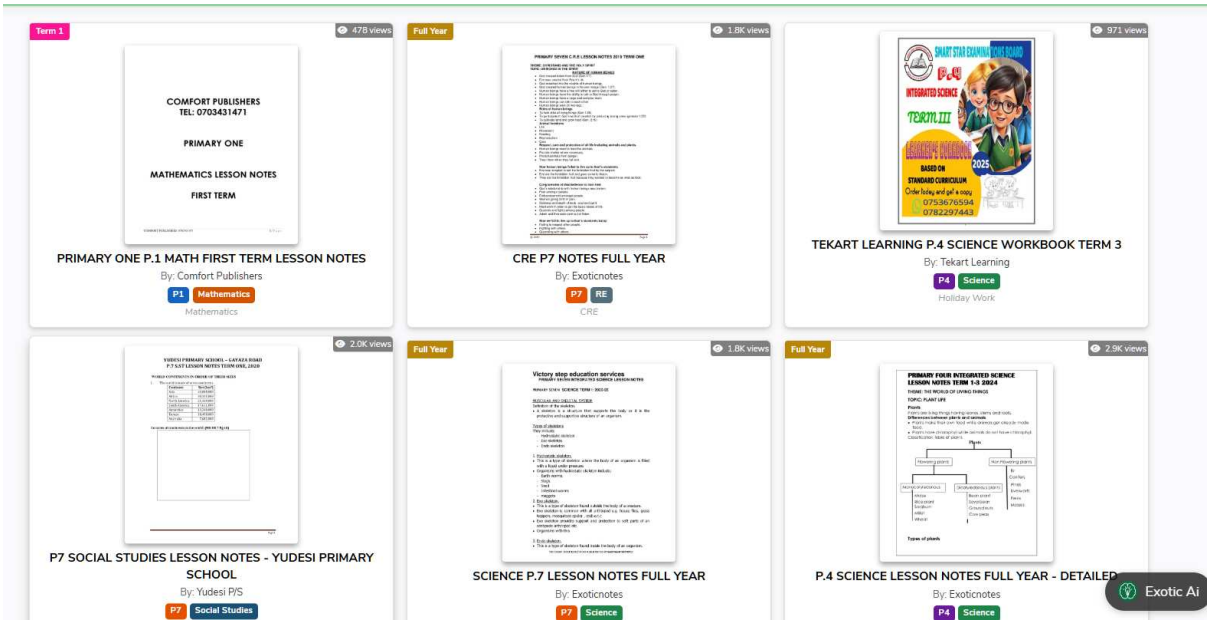
The assistant class teacher wrote the reports.

Practice

Change the following sentences from passive to active form.

1. The red pen will be chosen by you.
2. The house is being cleaned by Lugard.
3. The car was driven careless by Otim.
4. The environment has been protected by the community.
5. The baby is being stung by a swarm of bees.
6. The chalkboard was being cleaned by the form captain.
7. The car was stolen by a Nigerian man.
8. Meals are being served by mother Maryen.
9. A letter has been posted by Ogutu.
10. The herdsman will milk the cows.

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