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To report the indirect speech, we have to do three steps and take care of three steps.

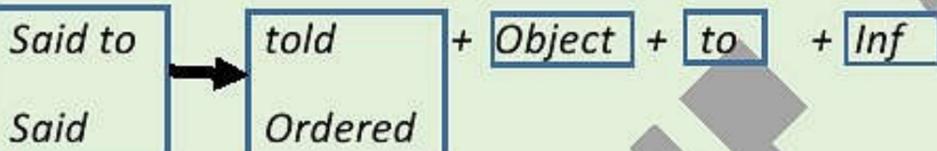
- 1- Identify the type of the sentence
- 2- Change or adapt the tense.
- 3- Adapt the pronouns, adjectives and the adverbs.

There are three main exceptions:

- 1- In case if the present verbs of "say" doesn't change the tense of the sentence.
- 2- In case of the facts, we do not change the sentence.
- 3- All the reported sentences must be in statement case.

THE COMMANDS SENTENCES

In commands we use a personal direct object and the infinitive (with "to").

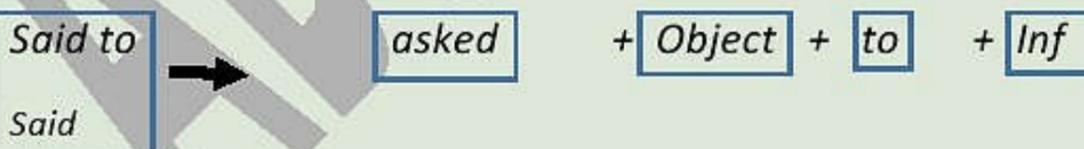


Examples:

- | | |
|---|--|
| 1- Ahmed said, " Open the door, Ali." | - Ahmed told Ali to open the door. |
| 2- Ahmed said, " Ali ,Open the door." | - Ahmed told Ali to open the door. |
| 3- Ahmed said to Ali, " open the door." | - Ahmed ordered Ali to open the door. |
| 4- Ahmed said, "Open the door." | - Ahmed told me to open the door. |
| 5- " Don't open the door", Ahmed said to Ali. | - Ahmed told Ali not to open the door. |

THE REQUESTS SENTENCES

-In requests, it's the same grammatical form as in commands. It's when you are asking someone to do something for you.



Examples:

- | | |
|--|-------------------------------------|
| 1- " Open the door, please." Ahmed said to Ali. | - Ahmed asked Ali to open the door. |
| 2- "Could you open the door for me, please, Ali.?" Ahmed said. | -Ahmed asked Ali to open the door. |
| 3- " Do you mind if you open the door for me, please?" | - Ahmed asked me to open the door. |

- 4- "Can you open the door, please?" - Ahmed asked me to open the door.
- 5- "Ali, will you open the door, please?" - Ahmed asked Ali to open the door.
- 6- "Would you open the door, please?" - She asked me to open the door.
- 7- "Could you lend me some money, please?" - He asked me to lend him some money.

***WH- QUESTIONS SENTENCES:**

Reported questions change the word order of the original question to be a statement. (we must change the tense and the pronouns.

Said to → The speaker + asked + The listener + Wh question word + Sub + V + Obj + completion

Word order: wh- + subject + verb + complements

EXCEPT – questions using "who" (there is no subject): who + verb + complements

Examples:

- 1- "Where does Ali work?" Ahmed said to Islam *Ahmed asked Islam where Ali worked.
- 2- "When did you visit Ali?" Ahmed said to Islam
 *Ahmed asked Islam when he (she) had visited Ali.
 * Ahmed asked Islam when he (she) visited Ali.
- 3- "How long has your father been working here?" Ahmed said to Islam.
 * Ahmed asked Islam how long his (her) father had been working there.
- 4- "What are you doing now?" Ahmed said to Islam.
 * Ahmed asked Islam what he (she) was doing at that time.
- 5- "What was your father doing yesterday? Ahmed said to Islam.
 *Ahmed asked Islam what his (her) father was doing the previous day.
 *Ahmed asked Islam what his (her) father had done the previous day.
- 6- "Why had Maha cried last Monday, Islam " Hamad said.
 * Ahmed asked Islam why Maha had cried the previous Monday.
- 7- "Who visited you last Friday?" Ahmed said to Islam.
 * Ahmed asked Islam who visited him (here) the Friday before.
 * Ahmed asked Islam who had visited him (here) the Friday before.
- 8- "Where did your brother give to my father here?" Ahmed said to Islam.
 * Ahmed asked Islam where his (her) brother gave to his father there.

* Ahmed asked Islam where his (her) brother had given to his father there.

9- "What's the time at the moment?" Ahmed said to Islam.

* Ahmed asked Islam what was the time at that time.

10- "How is your mother?" -He asked me how my mother was.

11- "Where will you meet me tomorrow?" Ahmed said to Islam

* Ahmed asked Islam where would he (she) meet him the following day (the day after).

THE STATEMENT SENTENCES:

-Any question, except those starting with any wh- pronoun:

Said → The speaker + said that, + the sentence.

Said to → The speaker + told the listeners + that, + the sentence,

We can use, shouted, whispered, explained, announced, confessed, wrote, instead of said.

We use "that". (It can be omitted).

Examples:

1- "I help my mother with the housework." Islam said to Ali.

* Islam told Ali that, he (she) helped his (her) mother with the housework.

2- "Sami visited me here yesterday." Ahmed said.

* Ahmed said, Sami visited him there the day before.

* Ahmed said, Sami had visited him there the day before.

3- "She is watching a movie now." Ahmed said.

* Ahmed said that, she was watching a movie at that time.

4- "They have bought my car." Ahmed said to Islam.

* Ahmed told Islam that, they had bought his car.

5- "They were sleeping all the time." Ahmed said to Islam.

* Ahmed told Islam that, they were sleeping all the time.

* Ahmed told Islam that, they had slept all the time.

6- "Mum had visited my sister last week." Islam said.

* Islam said, his (her) mum visited his (her) sister the previous week.

* Islam said, his (her) mum had visited his (her) sister the previous week.

7- "They will travel to London next month, Islam." Ahmed said.

*Ahmed told Islam, they would travel to London the following month(the month after).

8- " We would be grateful for your family, Islam." Ahmed said.

* Ahmed told Islam that, they would be grateful for (his) her family.

9- "We may visit your dad next Monday, Islam." Ahmed said.

*Ahmed told Islam that, they might visit his(her)dad the following Monday (the Monday after).

10- " Earth spins around the sun." the teacher said.

* The teacher said that, Earth spins round the sun.

11- " Water boils at 100 c°." the teacher said. *The teacher said water boils at 100 c°.

12- " Oman will construct 10 hotels during the . " The minister of tourism announced.

* The minister announced that, Oman would construct 10 hotels during the following decade.

***IF / WHETHER QUESTIONS: (Yes or NO questions:**

-Any question, except those starting with any wh- pronoun:

Said to → The speaker + asked + The listener + if + Sub + V + Obj + completion

-We use "whether" when there are two options to choose:

-We can use "wanted to know" or "enquired" instead of "if".

Examples:

1- "Do you like English, Islam?" Ahmed said.

- Ahmed asked Islam if he (she) Liked English.

2- "Does your father live in Muscat, Islam?" Rami said

- Rami asked Islam if his (her) father lived in Muscat.

3- "Did Hamad visit your town, Islam?" Ali said

- Ali asked Islam if Hamad had visited his (her) town.

4- "Are you listening?" Rami said.

- Rami asked me if I was listening.

5- " Is your sister studying English now? Ali said to Islam.

- Ali asked Islam if his (her) sister was studying English at that time.

6- " Will you play with us?" Ali said.

- Ali asked me if I (we) would play with them.

7- " Was Hani sleeping?" Rana said.

- Rana asked me, if Hani was sleeping.

8- " Were you sad yesterday or not?" Sami said to Islam.

- Sami asked Islam wether he (she) was sad the day before or not.

- Sami asked Islam wether he (she) had been sad the day before or not.

9- " Have you seen my brother, Ahmed?" Islam said.

ABU YUSUF 93969712

<http://www.eng-tutor.tk/>

info@eng-tutor.tk

- Islam asked Ahmed if he had seen his brother.

10- "Has Homoud scored or not?" Ali said.

- Ali asked me wether Homoud had scored or not.

11- "Had the worker finished the job, Ali?" My father said.

- My father asked me wether the workers had finished or not.

12- "Are you angry?"

- He asked if I was angry.

13- "Did you see the film?"

- She asked if I had seen the film.

14- "Do you prefer coffee or tea?"

- He asked whether I preferred coffee or tea.

TENSE CHANGES:

Will ----- would

-Shall ----- should

Is going to ----- was going to

-Present simple ----- past simple

Present continuous ----- past continuous

Past continuous ----- past perfect continuous

Past simple ; present perfect ----- past perfect

May ----- might

-Must ----- had to

Can ----- could

-Would ----- would (no change)

Past perfect ----- past perfect (no change)

OTHER CHANGES:

Tomorrow ----- the next day; the following day

Yesterday ----- the day before

-Here ----- there

This / that ----- the

-These ----- those

This morning ----- that morning

-Today ----- that day

Tonight ----- that night

-Next /on Tuesday ----- the following Tuesday

-Last Tuesday ----- the previous Tuesday

The day after tomorrow ----- in two days' time Ago ----- before, previously

***The personal and possessive pronouns must also be changed according to the person referred to.**

i.e. Peter asked Ann: "When are we going to visit your parents?"

Peter asked Ann when they were going to visit her parents.

STRUCTURES EXERCISES:

THE STATEMENTS:

- 1-Shams said: "I'm waiting for Joan" .-----
- 2-Hamad said: "I don't like the idea" .-----
- 3-Saher said: "the car isn't at my house" .-----
- 4-Her dan said: "the washing machine's broken" .-----
- 5-Hend said: "I'm working" .-----
- 6-They said: "We are worried about Peter" .-----
- 7-Mary said: " don't smoke" .-----
- 8-Ramy said: "I'm waiting for my exams results" .-----
- 9-Mr. Ali said: "I work for an American company" .-----
- 10-The little boy said: "I feel ill" .-----
- 11-Susan said: "I'm watching television" .-----
- 12-Maria said: "I like the new house" .-----
- 13-Ann said: "I'm washing the car" .-----
- 14-She said: "my name's Ian" .-----
- 15-He said: "I'm writing a letter" .-----
- 16-Samar said: "I'm very tired" .-----
- 17-Hend said: "I'll see them soon" .-----
- 18-She said: "I'm going to the cinema" .-----
- 19-Hany said: "I see the children quite often" .-----
- 20-Shereen said: "I'm having a bath" .-----
- 21-Hamad said: "I've already met their parents" .-----
- 22-Sahar said: "I stayed in a hotel for a few weeks" .-----
- 23-Homoud said: "I must go home to make the dinner" .-----
- 24-Mouza said: "I haven't been waiting long" .-----
- 25-Hend said: "I'm listening to the radio" .-----
- 26-He said: "I'll tell them the news on Saturday" .-----
- 27-Rami said: "I like swimming, dancing and playing tennis" .-----

- 28-She shouted: "I can drive" -----
- 29-He whispered: "I walked home after the party" -----
- 30-Manar said: "I'm going to be sick". -----
- 31-My sister said: "I must go out to post a letter" -----
- 32-My uncle said: "I spoke to Jane last week" -----
- 33-Hamdy said: "I'm trying to listen to the music" -----
- 34-Ann said: "I'll phone the office from the airport" -----
- 35-Saher said: "I can't speak any foreign languages" -----
- 36-He said: "I'll see you tomorrow" -----
- 37-She said: "I saw her today" -----
- 38-Hamad said: "I don't like this film" -----
- 39-Fatma said: "we went swimming today" -----
- 40-Rana said: "I'll see Mary on Sunday" -----
- 41-Anood said: "I met her about three months ago" -----
- 42-Shahd said: "Pete and Sue are getting married tomorrow" -----
- 43-Jack said: "Stephen's bringing some records to the party tonight" -----
- 44-Ola said: "I really like this furniture" -----
- 45-Hend said: "my parents are arriving tomorrow" -----
- 46-The boys said: "we visited her this morning" -----
- 47-They said: "we'll see her next summer" -----
- 48-Helal said: "they were here three months ago" -----
- 49-Hend said: "I'm meeting them at four o'clock today" -----
- 50-The doctor said: "I can see you tomorrow" -----

STRUCTURES EXERCISES:

STATEMENTS WITH NO VERBAL CHANGE:

For example: she says: "I haven't done my homework"

She says that she hasn't done her homework.

1-He'ala says: "I'll visit my family tomorrow"

2-Hend says that he will visit his family tomorrow"

3-She'll tell you : "I haven't got any money"

4-He says: "I've seen the film before"

5-He's already told you: "I want to go home"

6-Hanaa says: "I haven't seen my mother for years"

7-The manager says: "I don't know how much it costs"

8-She's told me: "I don't like going to parties"

9-They say: "We've never been to Berlin"

10-She'll say: "I need the money to visit my friends"

11-They've told me: "We can't come on Tuesday"

12-The minister will announce: "I'm going to visit Europe this year"

13-Marina tells me: "I can't stand classical music"

14-The flight attendant has just announced: "The plane will land in half an hour"

15-The booking Agency says: "There are no tickets left for tonight's performance"

16-Many children say: "We haven't had anything to eat"

17-He's told me: "I've already seen the play"

18-I've told them: "I'll come again next year"

19-Sami says: "I'm not feeling very well"

WH-QUESTIONS:

For example: He asked: "what's your name?" (wanted to know)

He wanted to know what my name was.

1- He asked: "How old are you?"

2- I asked: "When does the train leave?"

3- She asked: "How are you?"

4- My father wanted to know: "why did you take my wallet?"

5- The teacher asked: "How did you get to school?"

6- My friend wanted to know: "Where do you live?"

7- She asked: "Why wasn't Judy at the party?"

8- My mother wanted to know: "Why didn't you telephone?"

9- The head teacher demanded to know: "Why are you so late?"

10- The judge inquired: "Why didn't the police report the crime?"

11- The manager demanded to know: "Why won't you let me in?"

12- We inquired: "What time does the plane arrive?"

13- Shahd asked: "Who do you want to talk to?"

YES / NO QUESTIONS:

1- Jomana asked: "Do you like Marlon Brando?"

2- Hala asked: "Are you enjoying yourself?"

3- My friend asked: "Does your father work here?"

4- She asked: "Do you live near your family?"

5- Salim asked: "Are you a foreigner?"

6- Hamad asked: "Have you met Danny before?"

7- Mum asked: "Are you hungry?"

8- Hemdan asked: "Did you borrow my dictionary?"

9- Dad asked: "Have you finished your exams?"

10- Mum asked: "did you invite Judy and Pat?"

11- Sami asked: "Does your brother live in London?"

12- Dad asked : "Do you know who broke the window?"

COMMANDS:

For example: He told: "sit down Mary!" The officer ordered: "don't shoot, men!"

He told Mary to sit down" The officer ordered the men not to shoot.

1- The children's mother warned: "Don't go near the sea, children"

2- Ali's father told: "Don't be late, Ali"

3- The librarian told: "Be quiet, children"

4- The inspector told us: "Have your tickets ready, please"

5- The landlady told us: "Don't use the telephone after eleven o'clock"

6- The receptionist told us: "Leave your keys on the desk, please"

7- The customs officer told us: "Have your passports ready, please"

8- My manager told me: "Finish the job tonight, please"

9- The colonel ordered the soldiers: "Run!"

10- My teacher told me: "Open the door, please"

11- My uncle told me: "Don't spend too much money on your holiday"

12- Adam told me: "Hurry up!"

13- She told me: "Don't be frightened"

REQUESTS:

It is different: He asked: "would you pass my suitcase, please?" → It's a request.

He asked me to pass his suitcase.

From: She asked: "would you like some coffee?" → It's a yes/no question.

She asked if I would like some coffee.

1- She asked: "Would you take the children to school for me?"

2- Hend asked: "Would you sit down, please?"

3- Hala asked: "Would you talk more quietly, please?"

4- Manar asked: "Would you like a lift into town?"

5- Jack asked: "Could you tell me how much a return ticket costs?"

6- Samar asked: "Would you turn on the radio, please?"

7- Amr asked: "Would you move your car, please?"

8- Khalid asked: "Would you like to eat in the hotel or in a restaurant?"

9- He asked: "Would you pass my cup, please?"

10- Ali asked: "Would you check the oil for me, please?"

11- Anood asked: "Would you turn the car engine off, please?"

12- Mai asked: "Could you tell me the exchange rate for dollars and pounds?"

13- He asked: "Would you check the bill for me, please?"

QUESTIONS (WH- AND YES/NO):

For example: "Which book did you take?" (he)

He wanted to know which book I had taken.

"Are you wearing your overcoat?" (she)

She wanted to know if I was wearing my overcoat.

1- "Did you telephone your mother?" (he)

2- "Is the box made of cardboard?" (she)

3- "How much did it cost?" (he)

4- "Are you meeting the director tomorrow?" (she)

5- "What are you doing?" (he)

6- "How far do I have to walk?" (she)

7- "Have you had anything to eat?" (he)

8- "Are you in a hurry?" (she)

9- "When does the performance start?" (he)

10- "How long does the journey take?" (she)

12- "Where did you stay in Paris?" (he)

13- "Have you had any letters?" (she)

14- "Do you like having holidays abroad?" (he)

15- "Did you see the accident?" (she)

16- "Which school did you go to?" (he)

17- "When did you start learning Spanish?" (she)

18- "Are you French?" (he)

19- "Have you ever been to Japan?" (she)

REWRITE THE FOLLOWING SENTENCES INTO DIRECT OR INDIRECT SPEECH:

- 1- The captain said: "I don't believe my ship is badly damaged".
- 2- The doctor told him: "You can't expect vitamin pills to improve your health if you smoke three packets of cigarettes a day"
- 3- The waitress ask me: "why has not she eaten anything?"
- 4- He asked them what their names were.
- 5- John shouted: "don't open the present, it's for Mary"
- 6- The little girl said: "how could you be so unkind?"
- 7- The boss said to Peter: "Please, don't forget to send this letter today"
- 8- She said that she had not enjoyed the film as much as her friend had.
- 9- She ordered me not to shout at her in front of her parents.
- 10- The passengers asked: "will we be safe in the lifeboats?"
- 11- Sally wanted to know: "when will my dress be finished?"
- 12- They asked me: "do you sleep in the afternoons?"
- 13- He asked if he should open the door.
- 14- My neighbour asked me if she could use my telephone.
- 16- The old man asked: "do you know the way to the station?"
- 17- They told me: "please, don't speak loud in class"
- 18- My mother asked me: "have they been to Australia?"
- 19- He asked: "would you like a cup of tea, John?"
- 20- Mary has said: "I want to be rich"
- 21- They said to me: "we met Mary in Paris a few days ago"